

**ST MARY'S, BOURNE STREET**  
**Annual Meeting of the Parishioners**



*To be held in the nave of the church after High Mass on Sunday 27th April 2014*

**AGENDA**

1. Appointment of Clerk of the Meeting
2. Minutes of the meeting held on 28th April 2013
3. Election of Churchwardens

*followed by*

**Annual Church Meeting**

**AGENDA**

1. Minutes of the meeting held on 28th April 2013 p2
2. Matters Arising
3. Report on changes in the Electoral Roll
4. Parochial Church Council Annual Report and Financial Statement 2013 p3
5. Report on the Helena and Kenneth Levy Trust p10
6. Stewardship Report p11
7. Report on the fabric, goods and ornaments of the church p13
8. Report by St Mary's Trust p14
9. Deanery Synod Report p15
10. Elections:
  - to the Deanery Synod (3 members)
  - to the Parochial Church Council (6 new members)
  - of Sidesmen
11. Appointment of Independent Examiner to the PCC

The meeting will be followed by a meeting of the new PCC to elect its Vice Chairman, the Secretary, the Treasurer, the Electoral Roll Officer, and the Standing Committee.

## ST MARY'S, BOURNE STREET

### MINUTES OF THE ANNUAL MEETING OF THE PARISHIONERS

HELD ON SUNDAY 28<sup>th</sup> APRIL 2013

Fr David Cherry, Vicar and Parish Priest, in the Chair

1. **Appointment of Clerk of the Meeting.**

David Richards was appointed Clerk of the Meeting.

2. **Minutes of the meeting held on 29<sup>th</sup> April 2012.**

These were agreed as a correct record and signed by the Vicar and Parish Priest.

3. **Election of Churchwardens.**

Shane Fletcher (proposed Raymond Prentice, seconded Emma Rogers) and Kate Costeloe (proposed Raymond Prentice, seconded David Trendell) were elected.

### MINUTES OF THE ANNUAL CHURCH MEETING HELD ON SUNDAY 28<sup>TH</sup> APRIL 2013

1 Minutes of the **meeting held on 29<sup>th</sup> April 2012** were agreed and signed by Fr David.

2. There were no **Matters Arising**.

3. A report on **changes in the Electoral Roll** was received. Cynthia Butterworth said that there were 149 names on the roll and that it would now re-open. In response to questions Cynthia said that the old roll had 199 members and that 149 compared favourably with the numbers who were initially on the last roll.

4. The Parochial Church Council **Annual Report and Financial Statement 2012** which had been approved by the PCC was received. Thanks were extended to Gordon Toland, Kris Romanski and Julia Redfern for their work

5. A Report on the **fabric, goods and ornaments** was received from the churchwardens. Shane Fletcher reported that tenders were already being received for the works envisaged during 2013.

6. A report on the **Helena and Kenneth Levy Trust** was noted.

7. A report provided by **St Mary's Trust** was noted.

8. A report on the proceedings of the **Deanery Synod** was received.

9. **Elections:**

- to the **Parochial Church Council** were elected Julia Redfern, Jenni Hopkins, David Batchelor, Neville Price
- the following were elected as **Sidesmen:** Colin Black, Daphne Brotherton, Cynthia Butterworth, David Crickmore, Stephen Davis, Anthony Dew, Gillian Dew, Michelle Gurney, Lucia Halpern, Jenni Hopkins, Jennifer Howard, Henry Hely Hutchinson, Hazel James, Jill Llewellyn, Christopher Naylor, Mira Osmond, Richard Parker, Marc Prema-Ratner, Raymond Prentice, Julia Redfern, David Richards, David Ritchie, Emma Rogers, Rosemary Sinclair, Kiki Tormey, Alex Nightingale, Louise Stallwood, Elisha Weaver, Jeffrey Winslow

10. Grant Wells FCCA was appointed as independent examiner to the PCC

**DAVID RICHARDS**

Clerk to the Meeting

# **PCC ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2013**

## **Structure and management**

The PCC is a charity registered with the Charity Commission under number 1134828.

The Annual Parochial Church Meeting (APCM) elects members of the PCC for three-year terms, with groups of members retiring each year. The Parish Priest, other clergy licensed to St Mary's, the Churchwardens, Deanery Synod Representatives and any Diocesan or General Synod Representatives are ex officio members of the PCC. The PCC held five meetings in 2013, including a formal meeting after the APCM to elect the PCC officers. There is a Standing Committee of the PCC which prepares agendas for full PCC meetings and deals with urgent business between PCC meetings.

## **Objectives and activities**

In accordance with the PCC (Powers) Measure 1956, the aim of the PCC is 'to co-operate with the incumbent in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical'. The aim of St Mary's remains what it has long been, to be a witness to the Catholic faith within the Church of England, drawing people (from a much wider area than its small geographical parish) to the worship of God through Catholic teaching and practice including, in particular, sacramental confession and spiritual direction, liturgy and fine music.

## **Achievements and performance**

Following a complete revision of the Electoral Roll of the Parish, which was required in 2013, the new Roll totalled 149 at the time of the APCM, compared to 199 on the old Roll the previous year. Attendance at the main Sunday service, the High Mass, on a normal Sunday is usually between 90 and 110 and between 25 and 40 at the other services. Total attendance at weekday services is around 40, unless there is a weekday High Mass, when it can be more than double that number.

The main issues discussed by the PCC during the year were:

- the repair and restoration project on the church fabric;
- finance, including fund-raising for the restoration project and stewardship;
- the lighting inside the church and of the pathway leading to the main, north west porch door of the church;
- the appointment of a parish administrator for the parishes of St Mary's and St Barnabas', Pimlico;
- the case also for a second stipendiary priest for the parishes of St Mary's and St Barnabas';
- the proposed sale of certain vestments not considered in keeping with the church (the necessary faculty has now been granted); and
- the safeguarding of children and vulnerable adults.

## **Repair and Restoration Project**

The main work in the church during 2013 was the substantial repair and restoration project on the church fabric, costing just over a quarter of a million pounds. As reported last year, the PCC decided in 2012 to ask its architect, Mr Ian Angus of Carden & Godfrey, to prepare a specification for all the repair and restoration work required on the church. In early 2013, the PCC sought a faculty for the work and put the main contract out to tender. When the quotes were received, the budget for the project showed that, provided the lowest quote was selected, the total cost of all the works in the project would be £253,000 (excluding VAT, which was assumed to be all, or almost all, recoverable under the Listed Places of Worship Grant Scheme), whereas the funding available to the PCC for the works was £230,000. The PCC decided to carry out all the work as a single project, and to launch an appeal to raise £40,000 from the congregation and friends of St Mary's, to meet the known funding shortfall and to provide a £17,000 contingency, in case additional works proved necessary once closer inspection of the fabric (possible only when the scaffolding had been erected) took place. (More details of the project budget are shown in the table at the end of this section.)

The main contract was therefore awarded, on the architect's advice, to Universal Stone Ltd, who had submitted the lowest quote, and were well known locally, as they had recently successfully restored the spire of St Barnabas Church, Pimlico. This contract covered the following work:

- replacing the existing badly crumbling stone string courses and hood moulds all round the church with fresh stonework;
- repairing the damage probably caused by excessive vibration from the Underground line which runs underneath the church, including various cracks in the walls, internal flying buttresses, etc. and the damaged heating grilles and their stone surrounds; and
- other repair and maintenance work identified in the last Quinquennial Inspection report, such as replacing the south aisle roof, repairing the fleche, replacing missing/damaged bricks, gutters and slates, cleaning the internal staining of the south aisle wall, and excavating and replacing a drain at the east end of church.

In addition, two separate contracts were let without tendering, because of their specialist nature, and on professional advice:

- Chapel Studios were appointed to restore and clean the windows. The nave and apse clerestory windows in particular had become badly buckled because the leading had weakened and the waterproofing cement had become friable; and
- Clearfast were appointed to clean, repair, line and seal the drains and pipework, as necessary.

The Heritage of London Trust awarded the PCC a grant of £2,000 towards the cost of the work on the windows.

Work on the drains started in April 2013; work on the main contract in July 2013. There was only minimal disruption to normal services during the course of the work. Regular updates, including photographs, were provided in St Mary's online newsletter, Ave, which was an innovation in 2013. By the end of the year, the main contract was complete, except that the replacement of the south aisle roof was not quite finished, and the drain replacement had not been done; both are now complete. The only work still outstanding is the work on the drains at the west end of the church and the presbytery, which needs to be timed to minimise disturbance to the language school which occupies the basement.

It looks now as if the VAT-exclusive cost of the work will be around £253,500, i.e. only just over the £253,000 budget. Around £2,500 worth of VAT, however, turned out to be irrecoverable, taking the overall project costs to around £256,000. The contingency provision has covered the £3,000 shortfall. Unexpected costs were incurred in some areas. Notably, the fleche was more badly damaged than could be seen from ground level, and necessitated additional repairs costing £15,000. On the other hand, some work which had been planned or allowed for was not carried out. Repairing the nave west windows would have necessitated removal of some of the organ pipes, and the architect advised that the work could be safely left until the next time the organ underwent a major overhaul, which saved about £12,500; they have been protected from further damage.

In addition, the generosity of the congregation and friends meant that the appeal, launched in August, raised over £5,000 more than had been sought, for which the PCC was most grateful.

Based on the figures currently available, it looks as if there will be a surplus of funds arising out of the project of some £19,000. (More details of the outturn of project costs and funding are shown on the next page.)

The PCC has long recognised that the lighting in church requires further improvement. It has therefore decided to use this surplus to carry out this work in 2014, as had been indicated in the appeal literature, and that this sum will be treated as a designated fund within the general fund, for this purpose and, to the extent of any remaining balance, other building-related projects.

## MAJOR RESTORATION PROJECT – BREAKDOWN OF INCOME & EXPENDITURE

The Table below contains a breakdown of the income and expenditure relating to the major restoration project carried out on the church fabric in 2013. The first column of figures shows the budget for the project, as set out in the appeal leaflet; the second column shows the actual income and expenditure.

<b>INCOME</b>	<b>Budget</b>	<b>Actual</b>	<b>EXPENDITURE</b>	<b>Budget</b>	<b>Cost</b>
H & K Levy Trust	93,000	93,000	Pre-contract costs	11,400	11,431
Two bequests to PCC	58,500	58,502	Window repairs	62,000	52,968
Bequest to St Mary's Trust	25,000	25,000	Main contract	147,000	156,162
Other grant from St Mary's Trust	25,000	25,000	Drains	15,000	10,200
Insurance claim	26,500	26,378	Architect	9,200	9,008
London Heritage Trust	2,000	2,000	Other		
Appeal to congregation	40,000	45,168	Preparing/putting back church		11,651
<b>Subtotal</b>	<b>270,000</b>	<b>275,048</b>	Insurance		646
Recoverable VAT	50,600	47,989	Structural engineer's advice		1,365
<b>TOTAL</b>	<b>320,600</b>	<b>323,037</b>		8,400	13,662
			Irrecoverable VAT		2,546
<b>CONTINGENCY</b>	<b>17,000</b>		<b>Subtotal</b>	<b>253,000</b>	<b>255,977</b>
			Recoverable VAT	50,600	47,989
<b>SURPLUS</b>		<b>19,071</b>	<b>TOTAL</b>	<b>303,600</b>	<b>303,966</b>

Notes:

1. £7,755 of the project costs and the associated income was shown in the 2012 accounts, as it related to preparatory work done by the architect in 2012.

2. The recoverable VAT was funded partly by a grant under the Listed Places of Worship Grant Scheme (£44,313) and partly by the insurance settlement (£3,676).

### Other developments

The other major work carried out in 2013 was the installation of new, improved lighting for the pathway leading to the main church entrance, the north west porch, which was required because the previous lighting had failed. This work cost £6,612, which was funded by a grant from the H & K Levy Trust.

Little progress was again made during 2013 on the erection of a new notice board by the Bourne Street entrance to the church, which was referred to in last year's annual report, because of the time taken to obtain listed building consent. This has now been obtained, and two notice boards have now been installed facing each other across the path to the north west porch, so they can benefit from the new lighting.

In January 2014, the church architect completed his Quinquennial Inspection of the church fabric. Given the recent major restoration project, this did not identify any new major areas of work, but contained a programme of more routine maintenance work on the fabric, which the PCC will need to consider and arrange to undertake.

Last year's report referred to the need to fund a parish administrator to help support St Mary's developing mission. In February 2013, Siôn Rhys Evans (who had been parish administrator before and was a member of the congregation) started working as administrator, initially voluntarily, then in a paid capacity; he left in November to take up a post as Diocesan Secretary to the Diocese of Bangor. Sally Rivlin was appointed as his replacement in December, and took up post in January 2014.

The PCC also decided in 2013 to use the Music Fund to support an organ scholar for a year. The first such appointment was made from August 2013, when Christopher Woodward was appointed to the post.

In August 2013, a long-serving member of the PCC, Michael Mundy, died. He had been a much-loved member of the congregation virtually all his life, as he had been brought up in Bourne Street, and a loyal servant of the church for many years as Head Server, and Joint Sacristan with his wife.

## Financial review

Overall, the unrestricted or general fund made a surplus of £9,318 in 2013, compared to £21,338 in 2012. This is entirely because of the surplus from the restoration project referred to above. Without that, there would have been a deficit of £9,753, the first since 2009.

The unrestricted fund had net assets at the end of 2013 amounting to £62,031, compared to £52,713 at the end of 2012. As noted above, the PCC has allocated the surplus from the restoration project to a designated fabric fund within the unrestricted fund. At the end of 2013, the net assets of the fabric fund were £19,071, and those of the general fund were £42,960, as shown in Table E below.

Total income on the unrestricted fund in 2013 was £451,446 (breakdown in Table A), compared to £163,436 in 2012. But the increase is more than accounted for by the £321,894 income related to the restoration project and the Levy Trust grant for the outside lighting. Excluding restoration project income and the one-off income from hire of the church for filming and from an insurance claim in 2012, general fund income would have fallen from £139,706 in 2012 to £129,552 in 2013. There was again a small fall in standing order and envelope planned giving, from £72,874 in 2012 to £70,970 in 2013. The PCC is very grateful to those who do plan their giving, particularly through standing orders.

Unrestricted fund expenditure in 2013 was £442,128 (breakdown in Table B), compared to £142,098 in 2012. The main reason for this increase was again the major works: total expenditure in 2013 on the restoration project and the outside lighting amounted to £302,823. Ordinary expenditure amounted to £139,305 in 2013 compared to £134,343 in 2012 (also excluding restoration project expenditure). The increase arose mainly because of the need for a parish administrator.

Income and expenditure for each of the restricted funds is as shown in Table F, which also outlines the purpose of each fund. The main item of expenditure from restricted funds in 2013 was the cost of the organ scholar, whose stipend is being paid from the Music Fund. As a result, total expenditure from restricted funds exceeded income by £914, and the total net assets of the restricted fund fell to £36,220.

During the year, £3,733 was raised through collections for other charities, an increase of nearly 20% compared to 2012 – Table G gives a breakdown.

Overall, therefore, at the year end, the PCC had total net assets of £98,251, compared to £89,847 at the end of 2012. St Mary's mission is funded almost entirely from direct giving by those who worship at the church, the parish being unusual for a central London parish in lacking endowments of property or investments. Other than congregational giving, the only significant source of ordinary income is the language school in the church crypt. While the Church benefits from support from two separate charitable trusts (described in separate notes about those Trusts' activities in 2013), this support is not intended, nor can it be relied on, to fund ordinary expenditure.

Notwithstanding the net asset position and general fund surplus, the £9,753 deficit on ordinary income and expenditure last year means that there is no room for complacency, because it is not sustainable in the long term. The preliminary budget presented to the PCC in October showed a projected deficit in 2014 of nearly £20,000, which would have used up half the general fund surplus. The PCC therefore decided to mount an appeal to the congregation about planned giving to St Mary's. The appeal literature drew attention to the need to set St Mary's day-to-day finances in order, and discussed this in context of the principles of Christian Stewardship.

The appeal was launched on Advent Sunday, and early signs are encouraging, with some new and increased standing orders, and a significant increase in envelope giving in collections on the first few Sundays after the launch. The PCC will continue to monitor St Mary's financial position very closely.

# FINANCIAL STATEMENTS 2013

## A. PCC INCOME 2013

<b>Voluntary income</b>	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>2013 Total</b>	<b>2012 Total</b>
Planned giving	70,970	-	70,970	72,874
Gift Aid recoverable on planned giving	16,830	-	16,830	17,251
One-off gift aid donations	37,659	3,182	40,841	7,407
Other Gift Aid claimed	10,665	795	11,460	1,827
Non gift aid donations	1,313	2,036	3,349	6,324
Grants from Trusts	146,227	-	146,227	12,106
Collections at services	10,558	160	10,718	11,472
Bequests	58,527	-	58,527	1,250
<b>Sub total</b>	<b>352,749</b>	<b>6,173</b>	<b>358,922</b>	<b>130,511</b>
<b>Activities for generating funds</b>				
Bookstall (including Christmas cards and CDs)	49	-	49	291
Church lettings	9,912	-	9,912	21,015
Candles	1,487	-	1,487	1,591
Food, drinks and ticket sales for Parish parties	8,593	-	8,593	10,538
<b>Sub total</b>	<b>20,041</b>	<b>-</b>	<b>20,041</b>	<b>33,435</b>
<b>Investment income</b>	<b>270</b>	<b>332</b>	<b>602</b>	<b>490</b>
<b>Incoming resources from church activities</b>				
Other fees	5,855	2,400	8,255	10,924
Insurance claims	29,510	-	29,510	
Listed Places of Worship Scheme (VAT refunds)	43,021	-	43,021	
<b>Sub total</b>	<b>78,386</b>	<b>2,400</b>	<b>80,786</b>	<b>10,924</b>
<b>TOTAL INCOME</b>	<b>451,446</b>	<b>8,905</b>	<b>460,351</b>	<b>175,360</b>

<b>B. PCC EXPENDITURE 2013</b>	<b>Unrestrict ed funds</b>	<b>Restrict ed funds</b>	<b>2013 Total</b>	<b>2012 Total</b>
<b>Cost of generating funds and voluntary income</b>				
Publications, cards, CDs for sale net of stock	-	-	-	139
Food and drink	5,598	-	5,598	6,171
Fund-raising costs	129	-	129	137
<b>Sub total</b>	<b>5,727</b>	<b>-</b>	<b>5,727</b>	<b>6,447</b>
<b>Costs of church activities</b>				
Missionary and charitable giving donations	2	1,859	1,861	6,737
Home missions and church societies	8	3,840	3,848	1,736
Ministry: Common Fund and other contributions	43,270	-	43,270	40,433
Clergy expenses	1,758	-	1,758	2,504
Church running expenses	19,639	-	19,639	24,617
Church repair and maintenance	306,822	-	306,822	15,358
Sacristy	2,568	516	3,084	4,791
Candles	1,129	-	1,129	1,316
Music: Salaries, fees and expenses	44,628	1,412	46,040	41,913
Flowers	-	2,192	2,192	2,299
Salary and expenses of Parish Administrator	10,442	-	10,442	-
Office expenses	3,280	-	3,280	3,668
Bank charges	635	-	635	614
<b>Sub total</b>	<b>434,181</b>	<b>9,819</b>	<b>444,000</b>	<b>145,986</b>
<b>Governance costs (professional fees)</b>	<b>2,220</b>	<b>-</b>	<b>2,220</b>	<b>2,220</b>
<b>TOTAL EXPENDITURE</b>	<b>442,128</b>	<b>9,819</b>	<b>451,947</b>	<b>154,653</b>
<b>C. SUMMARY</b>	<b>Unrestrict ed funds</b>	<b>Restrict ed funds</b>	<b>2013 Total</b>	<b>2012 Total</b>
Total Income	451,446	8,905	460,351	175,360
Total Expenditure	442,128	9,819	451,947	154,653
<b>SURPLUS/(DEFICIT)</b>	<b>9,318</b>	<b>(914)</b>	<b>8,404</b>	<b>20,707</b>
Total funds brought forward	52,713	37,134	89,847	69,140
<b>TOTAL NET ASSETS*</b>	<b>62,031</b>	<b>36,220</b>	<b>98,251</b>	<b>89,847</b>
* For a breakdown of these totals between funds, see Tables E (Unrestricted Funds) and F (Restricted Funds).				
<b>D. BALANCE SHEET as at end 2013</b>				
<b>Current assets</b>	<b>2013</b>		<b>2012</b>	
Stocks	782		450	
Debtors	60,690			13,664
Cash at bank and in hand	122,215			124,063
<b>Sub total</b>	<b>183,687</b>			<b>138,177</b>
<b>Creditors: amounts falling due within one year</b>	<b>(83,294)</b>			<b>(18,788)</b>
<b>Net current assets</b>		<b>100,393</b>		<b>119,389</b>
<b>Creditors: amounts falling due after more than one year</b>		<b>(2,142)</b>		<b>(29,542)</b>
<b>Net assets/(liabilities)</b>		<b>98,251</b>		<b>89,847</b>

## E. UNRESTRICTED FUNDS

	At 1.1.13	Income	Expenditure	At 31.12.13
General Fund	52,713	136,164	(145,917)	<b>42,960</b>
Fabric Fund*	0	315,282	(296,211)	<b>19,071</b>
<b>TOTAL</b>	<b>52,713</b>	<b>451,446</b>	<b>(442,128)</b>	<b>62,031</b>

\* Designated fund for improvement of church lighting and, to the extent of any remaining balance, other building-related projects, arising out of the Repair and Restoration Project.

## F. RESTRICTED FUNDS

	At 1.1.13	Income	Expenditure	At 31.12.13
Columbarium	(4,542)	2,400		<b>(2,142)</b>
Flower collections	1,003	1,733	(2,191)	<b>545</b>
Collections for other charities	1,277	3,733	(4,990)	<b>20</b>
Charity donations (St Antony)	(46)	632	(710)	<b>(124)</b>
Music	32,795	278	(1,412)	<b>31,661</b>
Jewels of the Madonna	6,647	129	(516)	<b>6,260</b>
<b>TOTAL</b>	<b>37,134</b>	<b>8,905</b>	<b>(9,819)</b>	<b>36,220</b>

### Purposes of restricted funds:

- Columbarium Fund - Funding for a columbarium, including a memorial to Helena Levy, the cost of which (funded by a loan from the Levy Trust) is to be repaid from the sale of niches.
- Flower Fund - Money donated for the purchase of flowers for the church.
- Collections for other charities - Money raised through the church specifically to support the work of other charities.
- St Antony Fund for the Poor - To provide assistance for homeless and needy people who come to the church. (In 2013, the PCC started giving out £5 Sainsbury's food vouchers.)
- Music Fund - To provide for any major repairs to the organ and for its continued use within the liturgy and, more generally, for the support and development of the church's musical tradition.
- Jewels of the Madonna Fund - For the purchase and maintenance of vestments, vessels and other items used in the services of the church and for other similar sacristy costs.

## G. AMOUNTS RAISED FOR OTHER CHARITIES IN 2013

In 2013, £3,733 was raised for other charities (£3,137 in 2012):

Tariro (Hope for Youth in Zimbabwe)	25
Amos Trust (Bishop of London's Lent Appeal)	459
Trinity Hospice	330
Chelsea & Westminster Respiratory Research	330
St Mary's, Cable Street	568
West London Churches Homeless Concern	2,021
<b>TOTAL</b>	<b>3,733</b>

## HELENA AND KENNETH LEVY TRUST REPORT FOR 2013

The Helena and Kenneth Levy Trust was set up by the late Mrs Helena Levy, a member of the congregation, who gave £100,000 for the purpose in March 1990. Its objects are the improvement, maintenance, repair and renewal of the fabric of the Church, its fittings and organ. The Trustees are the incumbent and Churchwardens of St Mary's, while they hold those offices.

The Trust's total income in 2013 was £7,101 (£7,606 in 2012); administrative expenses were £1,397 (£946 in 2012).

In 2013, the Trust agreed to make grants to the PCC totalling £94,041. The Trust contributed £87,429 towards the cost of the repair and restoration work on the church which was undertaken in 2013, making its total contribution to the cost of the work £93,000. The Trust also agreed to contribute the £6,612 cost of installing new lighting to illuminate the pathway leading to the church north west door. Both these grants were financed from accumulated dividends and interest, rather than capital. (In 2012, it gave £9,939 – £5,571 towards the cost of the architect's work on preparing the specification for the major restoration project, and £4,368 to meet the cost of the renewal of the church lighting.)

The balance remaining of the Trust's loan to the PCC towards the cost of the Columbarium (being repaid from the sale of niches) stood at £4,542 at 31 December 2012; by 31 December 2012, this had been reduced to £2,142, which is still the current balance.

The latest valuation of the Trust's investments is £176,269 (at 28 February 2014 – £175,641 at 28 February 2013). At the beginning of 2013, the Trust held just under £100,000 in its deposit account, consisting of accumulated dividends and interest. Following the grants made by the Trust to the PCC during 2013, the latest balance is some £10,500. The Trust will now need to build up a reserve, so that it will be in a position to make grants towards future major building and organ repair projects at St Mary's.

## FINANCIAL STEWARDSHIP REPORT FOR 2013

We are fortunate at St Mary's in having so many people who, through practical stewardship, give a great deal in time, talents and money to the church. On the financial side, this was particularly borne out in 2013 by the very generous response to the Restoration Appeal, amounting to £35,460 in donations eligible for Gift Aid (a further £50 donation was ineligible for Gift Aid). We are very grateful to all who contributed to this success.

This main objective of this report is to provide an update on planned giving to the unrestricted (general) fund. In 2013, total tax-efficient, planned giving for unrestricted funds, excluding the response to the Restoration Appeal, totalled £70,970, compared to £72,874 in 2012, a drop of over 2½%, compared to 1% the previous year. Income tax recovered by the PCC under Gift Aid on planned giving therefore fell from £17,251 to £16,830. But this reduction was perhaps not surprising in the context of the Restoration Appeal.

The total recovered under Gift Aid for unrestricted funds (including the Restoration Appeal) was £26,245. In addition, St Mary's was able to claim the maximum £1,250 under the new Gift Aid scheme for small donations.

The most welcome feature on the planned giving front in 2013 was a further increase in standing order giving by some £1,500 to over £37,700. There were 34 donors with active standing orders at the end of the year, the same as at the end of 2012, as one new donor replaced the one who stopped giving by standing order. The following table shows the spread of donations per month at the end of 2013, compared to 2012:

..	Number of donors 2012	Number of donors 2013
£400 and over	1	2
£300 to £399	2	1
£200 to £299	0	0
£150 to £199	2	3
£100 to £149	7	6
£50 to £99	5	5
£25 to £49	10	10
under £25	7	7

Despite declining by 10%, from £32,800 in 2012 to £29,600, envelopes remained our second largest source of regular income in 2013. Analysis of envelope giving is quite difficult, as donors are not committed to any particular sum (there is no longer a requirement to give a set sum per week to qualify for tax relief), and the total includes many one-off donations from occasional visitors. We estimate that there are 40 people who made an envelope donation on half the Sundays in 2013 or more. Their giving is broken down as follows:

Size of donation per month	Number of donors 2012	Number of donors 2013
£100 and over	1	1
£50 to £99	13	11
£25 to £49	13	19
under £25	10	9

It is noteworthy that there are 8 individuals who are included in both tables, i.e. the bulk of their giving to St Mary's is by standing order, but they top that up by envelope donations when they come to church.

The final form of tax-efficient planned giving is Give As You Earn. The church received £3,650 from three givers under this scheme in 2013, compared to £3,900 in 2012.

### Stewardship Appeal

As noted in the Annual Report, because of the £9,753 deficit on ordinary income and expenditure last year, and the worsening trend, with reducing giving and rising expenditure, the PCC decided to mount an appeal to the congregation about planned giving to St Mary's. The appeal literature drew attention to the need to set St Mary's day-to-day finances in order, and discussed this in context of the principles of Christian Stewardship.

The initial response has been very encouraging. We have had three new donors by standing order, and four existing donors have increased their monthly giving, so that we now expect to receive more than £40,000 in standing orders in 2014. Envelope giving has also increased significantly – donations were over 20% higher in the period January to mid-March in 2014 than 2013, although the figures may be distorted by large one-off donations, and there are signs that the rate of increase is tailing off. Nevertheless, it is a very encouraging beginning, and we are very grateful to all those who have responded so generously.

Nevertheless, giving by the congregation will have to increase further if ordinary income and ordinary expenditure are to be brought into balance. We would therefore ask all those who have not yet reviewed their giving in the light of the Stewardship Appeal to do so, and consider increasing the amount and, if it is appropriate for them, setting up a standing order and/or using the Gift Aid Scheme.

Kris Romanski

PCC Treasurer

## **REPORT ON THE FABRIC, GOODS AND ORNAMENTS OF THE CHURCH**

for the year ending 31 December 2013

### *Works project*

Through generous donations from the people of St Mary's, the Levy and St Mary's Trusts and other charities and through contributions from our insurers and from legacies, the works project had all but been completed. Fresh string courses and hood moulds have been put in to the outside of the church, brickwork repaired, new slates on some of the roofs and new heating grilles installed.

Other work identified in the last Quinquennial Inspection report has been completed, including repairs to the fleche (which now sports a gilded weather vane), and work on the gutters and drains.

The glass of the church has been cleaned and much of it re-leaded.

At the end of 2013, there remained work on the South Porch to be done when scaffolding is removed, more work on the church's drains and work on the glass in the sacristies and choir room.

Because of the need to remove the organ completely, some of the work on the windows of the west wall of the church was postponed.

### *Lighting to the Bourne Street entrance*

New lighting to enhance the Bourne Street entrance has been installed, to complement the olive trees along the path. New noticeboards have been installed.

### *Interior Lighting*

Work to improve the lighting inside the church is to be considered.

### *Vestments*

A new complete red set of vestments for use on Palm Sunday and Good Friday is being made, following an anonymous donation and approval of the design and material by the PCC. A faculty was granted for the sale of three sets of vestments.

### *Candlesticks*

Following damage to one of the big six candles, attempts are being made to effect a suitable repair.

Shane Fletcher, Kate Costeloe

Churchwardens

### Objectives and aims

The objects of the Trust are to benefit the parish of St Mary's, Bourne Street, or the work of the Church of England in that parish or neighbouring parishes. The Trustees seek to fulfil these objectives by providing accommodation at the Trust's properties for clergy and other persons working in connection with St Mary's, providing facilities at the Presbytery for parish functions and other events, and providing financial assistance for St Mary's as and when required.

The Trustees are patrons (jointly with the Bishop of London) of St Mary's and St Barnabas, Pimlico.

### Activities and property

The Trust owns the freeholds of The Presbytery, 30 Bourne Street, London SW1J 8JJ (including the Cottage which forms part of it) and 26 Graham Terrace, London SW1W 8JH. In accordance with the arrangements set up in 2010 following the appointment of Fr David Cherry as Vicar of St Mary's and St Barnabas, the Trustees bear responsibility for rent and other outgoings relating to the provision of accommodation for Fr Cherry at 26 Graham Terrace (let to the Parochial Church Council of St Mary's by the Grosvenor Trust).

The Trustees continued to provide Fr Alexander McGregor with accommodation in one of the flats in the Presbytery in order to assist him in his work in the two Parishes in lieu of remuneration, and also provided the joint Sacristans of St Mary's, Michael and Anne Mundy, with accommodation in the Cottage in lieu of remuneration. During the year Michael sadly died. The Dining Room, Library and Kitchen of the Presbytery continued to be used regularly for Parish functions and other events. Of the remaining two flats in the Presbytery, one was let on a commercial basis. The other is in need of renovation and during the year an architect was appointed to commence plans for renovation, and planning permission was obtained.

The basement of the Presbytery continued to be let commercially to The Victoria School of English Limited for use as a language school.

During the year further repairs and renewals were undertaken in relation to the Presbytery, and roof repairs were also undertaken. Towards the end of the year the tenants at 26 Graham Terrace gave notice to terminate their tenancy at the end of November, and repairs and redecoration were subsequently carried out with a view to re-letting the property. It has subsequently been re-let.

### Financial review

The market value of the Trust's investments at 31 December 2013 was £758,959 (£664,727 at 31 December 2012) and the Trust had cash at the year-end of £105,721 (£92,730 at 31 December 2012), of which £42,901 was capital held in the brokers' deposit awaiting re-investment. Income from investments and interest in 2013 was £29,230 (£30,810 in 2012). The Trust derived income of £14,477 from the letting of the Presbytery basement to The Victoria School of English Limited (£13,890 in 2012) and £18,440 from other lettings in the Presbytery and other use (£20,567 in 2012), whilst the gross rent from the letting of 26 Graham Terrace amounted to £63,320 (£68,120 in 2012). The total income of the Trust for 2013 was £125,467 (£133,387 in 2012).

The total expenditure of the Trust in 2013 was £147,901 (£95,857 in 2012). This included £17,641 for the Vicar's accommodation, £3,320 for the Vicar's expenses and a contribution of £50,187 towards the cost of the church fabric renovation project. In addition the Trust made a contribution to the PCC of £2,354 towards the cost of the new parish administrator.

The Trust had net outgoing resources in 2013 of £22,434 (compared with a surplus of £37,530 for 2012).

David Marchese

26 April 2014

**WESTMINSTER (St MARGARET) DEANERY SYNOD**

**TRIENNium 2011-2014**

**A REPORT FOR THE APCM OF ST MARY'S, BOURNE STREET TO BE HELD ON SUNDAY 27<sup>TH</sup> APRIL 2014**

There have been three occasions of note since the last APCM at St Mary's:

- Tuesday 18 June 2013                      Garden Party in the Master's Garden, Temple Church
- Tuesday 15 October 2013                Synod – The Grey Coat Hospital, Greycoat Place, SW1
- Tuesday 4 February 2014                Archdeaconry Conference, St John's Hyde Park Crescent

A **garden party** was held in the Master's Garden at the Temple in conjunction with the City Deanery on 18<sup>th</sup> June 2013. This has become a bit of an annual event and is a good opportunity for members to meet and share views.

The **meeting of synod** at the Grey Coat Hospital School in October included a presentation from the chaplain, Fr Garry Swinton, on his work as chaplain to both the Grey Coat Hospital and Westminster City Schools. The previous meeting of synod had focussed entirely on Capital Vision 2020

<http://www.london.anglican.org/mission/capital-vision-2020/> and much time was spent at this meeting of synod reviewing the previous meeting and the ways in which our parishes are already engaged with this mission initiative. The meeting discussed education issues in the deanery, and heard from two of the General Synod representatives (Prebendary Charles Marnham from St Michael's, Chester Square, and Anirban Roy from St Martin-in-the-Fields) about work at General Synod to review the way in which laity are elected. The electorate are currently the lay members of deanery synod but this may change.

An **Archdeaconry Conference** was held on 6<sup>th</sup> February 2014. Although this was not strictly a deanery synod meeting, many deanery synod members attended and it meant that plans to hold a meeting of the deanery synod in March were dropped. This was the first time an archdeaconry conference had been organised and it provided an interesting and instructive overview of statistics relevant to parishes in the three deaneries (St Margaret, St Marylebone, and Paddington) which form the archdeaconry. There were presentations from the Rev'd Lucy Winkett, the Rev'd Jeremy Allcock and from Andrew Barry-Purcell, the Head of Spatial and Environmental Policy at Westminster City Council. There were some lively and interesting discussions in groups about how we should approach the development of parish life in contemporary society. There were over 100 hundred people present representing almost every parish in the archdeaconry. St Mary's was well represented.

The **Education Committee**, reports to the Deanery Synod and aims to encourage partnership and communication within the Deanery between churches and schools. It is chaired by The Revd John Hicks. Amongst other responsibilities, the committee organises an annual leavers' service for Year 6 children from the primary schools in our deanery at St Margaret's Church, Westminster Abbey, in June and this continues to be very successful and well-attended. It will be held this year on 26<sup>th</sup> June at 2pm.

A number of **receptions** were held during the year for Incumbents/Church Wardens; Organists/Directors of Music/Worship Leaders; Head Teachers/Chairs of Governors. These are important opportunities to encourage a sense of community and networking across the Deanery.

**Appointments** in the deanery during the last year have included Fr Edmund Cargill Thompson as vicar of St Peter's, Eaton Square and Fr Graham Buckle as vicar of St Stephen's, Rochester Row.

**Members of Deanery Synod from St Mary's:**

David Richards (Lay Chairman), Shane Fletcher, Jane Jenkins, Raymond Prentice (Deanery Treasurer)