

# St Mary's Bourne Street

Annual Parochial Church Meeting 2019

Sunday 7th April 2019

## A. The Annual Meeting of Parishioners

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## B. The Annual Church Meeting

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## **A. The Annual Meeting of Parishioners**

Prayer

- 1. To appoint a Clerk to the meetings**
- 2. To receive minutes of the meeting held on Sunday 22nd April 2018**

### **Minutes of the Annual Meeting of the Parishioners of St Mary's Bourne Street held on Sunday 22<sup>nd</sup> April 2018**

Fr Andrew Walker took the chair.

- a. Kate Costeloe was appointed clerk to the meeting.
- b. The minutes of the meeting held on Sunday 30<sup>th</sup> April 2017 were approved
- c. There were no matters arising from the minutes.
- d. There had been two nominations for Churchwardens. David Richards and Pauline Tuft were duly appointed.
- e. Fr Andrew proposed that Cynthia Butterworth and Richard Parker be appointed as Deputy Churchwardens to help with the day to day running of the church, these roles have no legal standing. The proposal was accepted nem.com.
- f. Fr Andrew thanked the out-going Churchwardens for their enormous contributions, support and kindness.
- g. Those not on the electoral roll were asked to leave before the opening of the Annual Church Meeting.
- h. Clergy were invited to stay for the annual meeting but reminded that they could not vote.

### **3. Matters arising**

### **4. The Election of Churchwardens for 2019-2020**

#### **Pauline Tuft**



I have been worshipping at St Mary's for the last 12 years and was elected this time last year as churchwarden. It would be a great honour to serve for a further year.

## David Richards



I have been worshipping at St Mary's since 1993 and was elected last year as churchwarden. It would be a privilege to serve for a further year and work with the Vicar and others in support of this great church.

## B. The Annual Church Meeting

### 1. Minutes of the Annual Parochial Church Meeting held on Sunday 22nd April 2018

MINUTES OF THE ANNUAL PAROCHIAL CHURCH MEETING held on Sunday 22<sup>nd</sup> April 2018

The meeting opened with a prayer led by Fr Andrew Walker who took the chair.

All papers and reports had been circulated.

- 1. The minutes of the APCM** held on 30<sup>th</sup> April 2017 were approved.  
Fr Andrew invited nominations for membership of the PCC from any of those eligible who had not already submitted a form.
- 2. Matters arising from the minutes:**  
There were no matters raised.
- 3. Electoral Roll:** The electoral roll for 2018/19 came into effect on March 25<sup>th</sup> 2018 with 183 names. The roll opened for new entries after the meeting. There were no questions.
- 4. The Annual report of the PCC and Financial Statements for 2017** were presented by Kris Romanski, Hon Treasurer.  
  
There was a surplus of £4,779 for 2017 on the general fund with net assets of £81,861 at the end of the year. The treasurer had been informed that the PCC would receive legacies from the estates of Venetia Newell and of Jeffrey Winslow not included in the report.  
  
There were no questions.
- 5. The report of the Kenneth and Helena Levy Trust for 2017**, was accepted, there were no questions.
- 6. Stewardship:** Increased planned giving from an increased number of people was reported. There were no questions.
- 7. Fabrics, Goods & Ornaments:** In addition to the items included in the report an offer of help to restore the nave wall paintings has been received. There were no questions.

8. **Report from St Mary's Trust:** The report, prepared by David Marchese was received, there were no questions.
9. **Westminster (St Margaret) Deanery Synod Report:** The report, prepared by David Richards was received. The representatives from this parish are Jane Jenkins and David Richards, there were no questions.
10. **Elections**
  - a. **PCC.** Four elected members Alastair Hutchinson, Jane Jenkins, Keith Leuchars and Kris Romanski are due to stand down.  
Nominations for the four vacancies were received for Bill Goss, Sue Hutchinson, David Marchese and David Ritchie who were all duly appointed.
  - b. **Sidesmen.** The list of sidesmen is unchanged.
11. **Appointment of Independent Examiner to the PCC.** Kris Romanski's proposal that Grant Wells of Philip Gambrell & Co Ltd. should be re-appointed was approved nem. con.
12. **Any Other Business.** There were no items of any other business. Fr Andrew thanked the out-going Churchwardens and PCC members, the parish administrator Kathy Redington, Anne Mundy sacristan, the musicians, servers, flower arrangers, sidesmen and all those who contribute to the running of the church and parish. The meeting closed with a prayer.

## 2. Matters Arising

### 3. Report on changes to the Electoral Roll

The new 2019 Electoral Roll came into effect on 23 March 2019 with 137 names. It has been closed to additional applicants since that time. It will reopen following today's APCM.

**Cynthia Butterworth, Electoral Roll Officer**

### 4. Parochial Church Council Annual Report and Financial Statements 2018

## **PCC ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2018**

### **Aims and objectives**

In accordance with the Parochial Church Councils (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.

### **Events of 2018**

St Mary's flourished in 2018 under the leadership of the Vicar, Fr Andrew Walker, supported by Fr Andrew Norwood, Honorary Assistant Curate, and the College of Priests, whose other members are Frs Michael Brotherton, Stuart Leamy, Peter McGeary, Bill Scott, Victor Stock and Patrick Tuft.

Liturgically, the highlight was the High Mass of Requiem for Founders & Benefactors on 30 June; the setting was Michael Haydn's Requiem Mass, with orchestra. This was followed by a parish barbecue. From the beginning of Advent, the readings at High Mass have been taken from the Three Year Lectionary, rather than the Book of Common Prayer, although the use of traditional language has been retained.

The choir held a charity concert in September to raise money for two animal charities, one of them based in Portugal as the Vicar had recently adopted a rescue dog through them.

There has been a wide range of speakers and events as part of the 'School of Religion', which continues to be very popular.

The cell of Our Lady of Walsingham continues to hold monthly meetings, with Fr Stuart Leamy as the Ward Superior. It undertook a very successful and enjoyable pilgrimage to Walsingham in August, where the opportunity was taken to explore some churches in the area. The cell also made pilgrimages to the shrines of Our Lady of Pew and St Edward the Confessor at Westminster Abbey and of Our Lady of Willesden.

A lot of effort in 2018 was put into dealing with a backlog of repair and restoration projects. The highlight of this was the restoration of the wall paintings in the spandrels between the nave arches and under the blind arches in the sanctuary, which was paid for by a very generous donor, to whom we are extremely grateful. Other works on the building included a series of works carried out in the choir room: the floor was sanded, the heating and lighting replaced and new fitted cupboards installed. The ceiling of the crypt under the east end of the church was made fire-proof. The large Turkish carpet in the Seven Sorrows chapel was repaired. The Christmas Crib figures, 4 angel candlesticks and the frame of the picture of Our Lady of Perpetual Succour were restored.

The PCC commissioned a Lighting Design Concept Report, with a view to replacing the lighting in Church during 2019, and also decided to have an induction loop installed, which was done in February 2019.

The number on the Electoral Roll at the time of the APCM was 183, compared to 179 the previous year. Attendance at the main Sunday service, the High Mass, is usually between 80 and 100 on a normal Sunday, and at the other services between 20 and 30. 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 PCC held six meetings in 2018, including a special meeting to approve the 2017 Annual Report and Accounts, and the formal meeting after the APCM to elect the PCC officers. The main issues discussed by the PCC during the year were:

- finance;
- buildings and fabric;
- the safeguarding of children and vulnerable adults; and
- reports of St Mary's Trust issues.

### **Safeguarding**

The PCC has complied with its duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016, in relation to having due regard to House of Bishops' guidance on safeguarding children and vulnerable adults. Kate Costeloe is the PCC's Safeguarding Officer; Faith Allsop is

the Children's Champion. The question of whether we should appoint a third individual to champion vulnerable adults is kept under review.

## **Financial review**

Overall, there was a deficit of £14,602 on the general fund in 2018, compared to a surplus of £4,779 in 2017. The general fund had net assets of £67,259 at the end of 2018, compared to £81,861 at the beginning of the year.

Total general fund income in 2018 was £180,932 compared to £147,628 in 2017. This increase was largely due to increased giving and grants. Giving subject to Gift Aid totalled £86,546 in 2018 compared to £76,089 in 2017, which also led to an increase in Gift Aid received from HMRC of £2,614. Most of this increase was from one-off donations, which included £2,375 towards the cost of the carpet restoration, and some £3,000 received in one-off donations following an appeal for increased giving in November. One-off donations not subject to Gift Aid totalled £9,115 in 2018, compared to £4,612 in 2017, largely because the Vicar donates to the PCC the income he receives from his work outside the parish. £12,512 was received by way of grants in 2018 (£1,303 in 2017) from the Levy Trust and St Mary's Trust (see the section below headed 'Related party transactions' for more information about the PCC's relationship with these Trusts) and a contribution from the Victoria School of English to some of the choir room works, as they also use that room. Other areas where income increased was from the sale of niches in the columbarium, and VAT grants under the Listed Places of Worship scheme, because of the amount of repair and restoration work.

General fund expenditure in 2018 was £195,534, compared to £142,849 in 2017. There were two main reasons for this. The first was that the Common Fund contribution requested and paid in 2018 was £68,700, compared to £48,000 in 2017, because, as a condition of St Mary's having its own full-time priest again, the diocese required the PCC to commit to increasing our common fund contribution to cover the full cost of his stipend (but not his accommodation, which is paid for by St Mary's Trust), as well as a parish share of Diocesan costs. The second was expenditure on church repair and maintenance from the general fund, which was £25,094 in 2018, compared to £3,567 in 2017 – other funds were also used to fund some of the work, as set out below. A much smaller factor in the increase in general fund expenditure was that the cost of the administrator rose to £7,060 in 2018 from £3,840 in 2017, as the use of administrator services had only been reintroduced in the second half of 2017.

In 2018, the Fabric Fund (a designated fund in the unrestricted fund) received a total of £110,548 income, including the £69,600 donation to cover the cost of the restoration of the wall paintings and a £25,000 legacy from the estate of Dr Venetia Newall, for which we are also very grateful, which the PCC decided to allocate to the fund. The fund has also received (or is due to receive) £15,622 by way of Listed Places of Worship VAT Grant on the work which it funded. Total expenditure from the Fabric Fund was £100,472 (£3,053 in 2017), of which £82,512 was the gross cost of wall painting restoration. The other costs relate to the installation of an induction loop, and design work on a new lighting scheme for the church. The balance of the fund at the end of 2018 stands at £53,194 (£43,118 at the end of 2017). The PCC intends to use this sum towards the cost of installing new lighting in church.

The purpose of the restricted funds is described in Part F of the accounts below, which also shows 2018 income and expenditure for each of the funds. Restricted income included two very generous donations totalling £2,900 to the Music Fund. Total expenditure from restricted funds in 2018 exceeded income by £5,713 (compared to a deficit in 2017 of £2,664), and the total net assets of the restricted fund fell to £33,199 at the year-end (£38,912 at the end of 2017). This was mainly because of the £3,025 deficit on the Jewels of the Madonna fund as it funded the restoration of the crib

figures, and the £2,258 deficit on the Music Fund arising from the costs of the organ scholar and the extra costs of the Michael Haydn Requiem Mass.

During the year, £5,560 was raised through collections for other charities, compared to £4,155 in 2017 - Part G of the accounts gives a breakdown. But this only includes money paid to the PCC restricted fund to pass on to the charity and not, for example, cheques made payable to the charity itself given in response to a PCC appeal.

Overall, therefore, at the year end, the PCC had total net assets of £153,652, compared to £163,891 at the end of 2017.

Last year's financial review commented on the need for a stewardship campaign in 2018, because of the increased costs through the commitment to cover, in our common fund contribution to the Diocese, the costs of a full-time Vicar for the parish. This was launched on Christ the King, and has had a good response. So far, the PCC has received six new standing orders since the appeal and nine existing donors have increased the amount they give regularly. This is worth £6,750 per year, plus Gift Aid. Unfortunately, we have also lost some existing standing order income through death, retirement and moving away, so the net increase is some £4,000. There have also been significant increases in envelope giving and loose cash in collections, and the PCC has received £4,100 in one-off donations as a result of the appeal. However, the PCC's budget for 2019 still shows a projected deficit of nearly £23,000, so further efforts to increase giving and other income are still required.

The PCC operates internet banking, ensuring that there are two officers authorised to use it at any time, so that the operation of the account can always readily be independently checked.

Currently, these are Kris Romanski, the Treasurer, and Shane Fletcher.

### **Reserves policy**

The PCC's normal policy is not to maintain a reserve on general (unrestricted) fund, except where necessary to meet known future expenditure, as its objective is that current expenditure should be met by current giving and other income. As noted above, the PCC intends to use the current accrued surplus to help towards the objective of covering the costs of a full-time parish priest, as necessary. It is intended that the designated fund should be used during 2018 for improving the lighting in church. Restricted Funds are maintained for specific purposes, which are set out in Part F of the accounts.

### **Risk management policy**

The PCC has considered the major risks which it faces. In its opinion, the PCC has established systems which, under normal conditions, should allow those risks to be mitigated to an acceptable level in its day to day operations.

### **Payments to PCC members**

As Fr Andrew Norwood, a Self-Supporting Minister licensed to the Parish, had no paid employment, the PCC gave him a total of £2,050 towards his living expenses (£1,600 in 2017), which was paid for by a donation made to the PCC specifically for that purpose. No other PCC member received any remuneration from the PCC during 2018 or 2017.

The only PCC members who received any expenses in 2018, other than reimbursement of costs incurred in purchasing goods and services required by the PCC, were Fr Andrew Walker, who received £2,296, and Fr Andrew Norwood who received £366; a small, immaterial part of Fr Walker's expenses may have related to his duties as PCC chairman. In 2017, Fr Walker received £1,489 and Fr Norwood received £12.

### **Related party transactions**

St Mary's Trust is a separate charitable trust, which was established on 24 March 1923, with independent Trustees who have discretionary powers to provide for the benefit of St Mary's Church, which is its primary purpose, or the work of the Church of England in the parish of St Mary's or in the neighbourhood. The Trustees appoint their successors. In practice, appointments of new Trustees are made after consultation with the parish. Three of the seven current Trustees - Shane Fletcher, David Marchese and Kris Romanski - are also members of the PCC. The Trustees are generally persons who are closely associated with St Mary's.

In 2018, St Mary's Trust made a grant of £2,922 to the PCC towards the costs of sanding the floor and installing new fitted cupboards in the choir room. In 2017, the Trust made a grant of £1,303 towards the costs of the welcome party for the new Vicar, Fr Andrew Walker.

The Trust spent £5,981 on repainting the railings on the south side of church and other building work which was the PCC's responsibility. In 2017, the Trust spent a total of £10,156 on expenditure proper to the PCC (apart from on 85 Chester Row - see next paragraph).

The Trust continued to meet the costs of renting 85 Chester Row from the Grosvenor Estate and related costs, because the house is lived in by the Vicar. In 2018, the Trust incurred £15,272 on the normal running costs of the property, compared to £11,558 in 2017, but in 2017 the Trust also spent £99,030 on the refurbishment of the property for the new Vicar.

In addition, St Mary's Trust contributed £3,482 towards shared gas costs (2017 - £3,018) to which it is appropriate that they contribute. The Trust also repaid the PCC £314 for other costs proper to the Trust which the PCC had met (2017 - £636). Finally, the Trust paid to the PCC £684 which the VSE had inadvertently paid to the Trust as part of its contribution to the cost of the choir room works which were being met by the PCC.

The Helena and Kenneth Levy Trust was set up in March 1990, when the late Mrs Helena Levy, a member of the congregation, gave £100,000 for the purpose. Its objects are the improvement, maintenance, repair and renewal of the fabric of the Church, its fittings and organ. Under the Trust Deed, the Incumbent and Churchwardens are the Trustees while they hold those offices - they are also ex officio members of the PCC. In 2018, at the PCC's request, the Trust gave grants totalling £6,856: £3,925 to meet the cost of fire-proofing the crypt ceiling and £2,931 to meet the cost of replacing the heating and lighting in the choir room. In 2017, the PCC did not ask for any grants from the Trust, and it did not make any.

Members of the PCC and their close relatives donated £32,523 to the PCC in 2018 (£26,946 in 2017) in Gift Aid envelopes or by cheque or BACS transfer.

As is customary and in common with other PCCs, details of any further donations by PCC members and their close relatives of loose cash on the collection plate or in candle donation boxes cannot be known. Consequently, it is not possible to disclose the extent of any further donations of this nature but these are considered by the Trustees to be de minimis.



## FINANCIAL STATEMENTS FOR YEAR ENDED 31 DECEMBER 2018

### A. PCC INCOME 2018

Voluntary income	Unrestricted	Restricted	2018 Total	2017 Total
Planned giving subject to Gift Aid	70,159	-	70,159	68,200
One-off gift aid donations	16,387	6,555	22,942	11,550
Gift Aid recoverable	21,637	1,639	23,276	19,938
Planned giving not subject to Gift Aid	2,391	-	2,391	2,558
Candle donations	1,290	-	1,290	1,276
Other donations not subject to Gift Aid	78,715	3,233	81,948	7,051
Collections at services	8,792	-	8,792	9,533
Grants from Trusts	12,512	-	12,512	1,303
GASDS top up payments	1,726	79	1,805	2,000
Bequests	25,000	-	25,000	-
<b>Sub total</b>	<b>238,609</b>	<b>11,506</b>	<b>250,115</b>	<b>123,409</b>
<b>Activities for generating funds</b>				
Bookstall	706	85	791	735
Church lettings	20,543	-	20,543	19,442
Food, drinks and Parish parties	7,183	-	7,183	7,441
<b>Sub total</b>	<b>28,432</b>	<b>85</b>	<b>28,517</b>	<b>27,618</b>
<b>Investment income (Interest)</b>	<b>474</b>	<b>206</b>	<b>680</b>	<b>525</b>
<b>Church activities</b>				
Fees from weddings & funerals	379	-	379	469
Sale of columbarium niches	4,760	-	4,760	2,600
<b>Sub total</b>	<b>5,139</b>	<b>-</b>	<b>5,139</b>	<b>3,069</b>
<b>Other income</b>				
Listed Places of Worship Scheme VAT grant	18,825	-	18,825	746
Other fees	1	-	1	282
<b>Sub total</b>	<b>18,826</b>	<b>-</b>	<b>18,826</b>	<b>1,028</b>
<b>TOTAL INCOME</b>	<b>291,480</b>	<b>11,797</b>	<b>303,277</b>	<b>155,649</b>

### B. PCC EXPENDITURE 2018

Costs of church activities	Unrestricted	Restricted	2018 Total	2017 Total
Missionary and charitable giving donations	-	4,710	4,710	1,925
Home missions and church societies	-	1,761	1,761	1,801
Ministry: Diocesan Common Fund	68,700	-	68,700	48,000
Other ministry costs	5,933	-	5,933	4,432
Church running and maintenance	151,561	-	151,561	28,676
Sacristy and Candles	3,288	3,107	6,395	4,148
Music: Salaries, fees and expenses	48,968	6,130	55,098	50,341
Flowers	-	1,802	1,802	1,711
Office expenses, including Parish Administrator	10,928	-	10,928	6,669
Bank charges	524	-	524	506
<b>Sub total</b>	<b>289,902</b>	<b>17,510</b>	<b>307,412</b>	<b>148,209</b>
<b>Raising funds</b>				
Bookstall	105	-	105	28
Lunch and drink party costs	5,788	-	5,788	7,356
Stewardship costs	211	-	211	381
<b>Sub total</b>	<b>6,104</b>	<b>-</b>	<b>6,104</b>	<b>7,765</b>
<b>TOTAL EXPENDITURE</b>	<b>296,006</b>	<b>17,510</b>	<b>313,516</b>	<b>155,974</b>

<b>C. SUMMARY</b>	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>2018 Total</b>	<b>2017 Total</b>
Total Income	291,480	11,797	303,277	155,649
Total Expenditure	296,006	17,510	313,516	155,974
<b>SURPLUS/(DEFICIT)</b>	<b>(4,526)</b>	<b>(5,713)</b>	<b>(10,239)</b>	<b>(325)</b>
Total funds brought forward	124,979	38,912	163,891	164,216
<b>TOTAL NET ASSETS*</b>	<b>120,453</b>	<b>33,199</b>	<b>153,652</b>	<b>163,891</b>

\* For a breakdown of these totals between funds, see Tables E (Unrestricted Funds) and F (Restricted Funds).

#### **D. BALANCE SHEET as at end 2018**

<b>Current assets</b>	<b>2018</b>	<b>2017</b>
Stocks	1,004	343
Debtors	28,902	9,277
Cash at bank and in hand	151,245	168,320
<b>Sub total</b>	<b>181,151</b>	<b>177,940</b>
<b>Creditors: amounts falling due within 1 year</b>	<b>(27,499)</b>	<b>(14,049)</b>
<b>Net current assets</b>		<b>163,891</b>
<b>Total net assets</b>		<b>164,216</b>

#### **E. UNRESTRICTED FUNDS**

	<b>At 1.1.18</b>	<b>Income</b>	<b>Expenditure</b>	<b>At 31.12.18</b>
General Fund	<b>81,861</b>	180,932	(195,534)	<b>67,259</b>
Fabric Fund*	<b>43,118</b>	110,548	(100,472)	<b>53,194</b>
<b>TOTAL</b>	<b>124,979</b>	<b>291,480</b>	<b>(296,006)</b>	<b>120,453</b>

\* The PCC decided to hold the £19,000 surplus from the church restoration appeal in 2013 in a designated fund for further works on the church building. Two further donations totalling £25,000 were added to the fund in 2014. In 2018, the PCC received a bequest of £25,000, which it allocated to the fund, as well as donations totalling £69,600 towards restoration works whose cost was to be met from the fund.

#### **F. RESTRICTED FUNDS**

	<b>At 1.1.18</b>	<b>Income</b>	<b>Expenditure</b>	<b>At 31.12.18</b>
Flower collections	<b>166</b>	2,006	(1,803)	<b>369</b>
Collections for other charities	<b>1,479</b>	5,560	(6,166)	<b>873</b>
Charity donations (St Antony)	<b>805</b>	278	(305)	<b>778</b>
Music	<b>28,662</b>	3,872	(6,130)	<b>26,404</b>
Jewels of the Madonna	<b>7,800</b>	81	(3,106)	<b>4,775</b>
<b>TOTAL</b>	<b>38,912</b>	<b>11,797</b>	<b>(17,510)</b>	<b>33,199</b>

#### **Purposes of restricted funds:**

- 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.
- 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 2018

In 2018, £5,560 was raised for other charities (£4,155 in 2017):

St. Mary's, Cable Street	941
Diocese of London Homelessness Appeal	1,845
AEZA (Association for Environment and Animal Protection of Aljezur)	815
Dogs Trust	755
Glass Door Homeless Charity	802
Dementia UK	162
Royal British Legion	120
Honourable Artillery Company Benevolent Fund	120
<b>TOTAL</b>	<b>5,560</b>

## 5. Report on the Kenneth and Helena Levy Trust

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 2018 was £7,835 (£7,857 in 2017); as in 2017, it had no identifiable administrative expenses as investment management charges are reflected in the price of the units held, and there is no requirement for the accounts to be independently examined.

In 2018, at the PCC's request, the Trust gave it two grants totalling £6,856: £3,925 was given to meet the cost of fire-proofing the crypt ceiling and £2,931 to meet the cost of replacing the heating and lighting in the choir room. In 2017, the PCC did not undertake any work which required it to ask the Trust for a grant, so no grants were made.

The Trust's investments are held in SUTL Cazenove (formerly Schroders) Charity Equity Fund units and M&G Charibond Fixed Interest Fund units. The latest valuation of the Trust's investments is £230,789 (at 31 March 2019 – SUTL Cazenove Charity Equity Fund-£146,822, M&G Charibond £83,969) compared to £221,916 a year ago.

The Trust currently holds £9,617 in its deposit account (£16,145 in April 2017). In addition, there is accumulated interest included in the value of its investments. At the end of March 2018, this amounted to about £36,100. This means that the Trust has some £45,700 available for making grants. If the project to replace the church lighting goes ahead this year, the Trust could make a significant grant towards the cost, if required.

## 6. Stewardship Report

Last year, total giving for the general fund subject to Gift Aid totalled £86,546, compared to the total of £76,089 in 2017. Income tax recovered by the PCC under the Gift Aid scheme in 2018 was therefore £21,637, compared to £19,022 in 2017. In addition, St Mary's was able to claim £1,726 for the general fund under the Gift Aid scheme for small donations, compared to £1,876 in 2017.

In 2018, standing order giving subject to Gift Aid totalled £43,029, compared to £38,272 in 2017. There are now 45 standing order donors (compared to 44 a year ago), and income from standing order giving in 2018 is currently forecast to be £47,000. Although all donations, by whatever means, are very welcome, giving by standing order, for those who feel able to do so, is the preferred option from St. Mary's point of view. Standing orders provide a steady and reliable source of income and they also represent a future commitment to St Mary's.

Envelope giving in collections remains our second largest source of regular income. In 2018 we received £27,130 in envelopes, compared to £29,928 in 2017. We also received £15,720 in one-off Gift Aid donations in 2018, compared to £7,889 in 2017.

The final form of tax-efficient planned giving is Give As You Earn, used by two givers. The PCC received some £2,000 under this scheme in 2018, as in 2017.

## **7. Report on the Fabric, Goods, and Ornaments of the Church**

This has been the year for refurbishment – the servers' sacristy and choir room were both renovated and redecorated and the gutters have been cleared of debris and drain covers replaced and re-pointed. The pathway leading up to the church has been jet washed and work undertaken to improve water tightness for the undercroft. The lightning conductor was re-affixed to the church wall.

The crib figures were beautifully restored by Campbell Smith, and the locations for the triptych and statue of St Ignatius from the Society of Retreat Conductors were finalized when permission was given to house them.

Work is in hand to repair Our Lady of Peace and a grant from the War Memorials Trust is being sought to offset some of the costs involved.

The restoration of the wall paintings by Thomas Organ and Sons was finished in the run up to Christmas and they look simply magnificent, affording us the joy of the finer details that were previously obscured. We are so grateful that the considerable costs of this project were met by a generous donation from a member of the congregation.

A hearing loop has been installed in the church which also enables us to record sermons and offer them as podcasts on the church website.

The 4 angels' wings candlesticks were repaired, and the valuable carpet in the Seven Sorrows chapel was restored and cleaned. A 'new' noticeboard in the porch was up cycled from one found in the crypt and a baby changing unit was fitted downstairs opposite the toilet.

The lighting project has been expedited and we are waiting for faculty approval before interviewing the firms who have tendered for the work.

Simon Gay and Kate Costeloe continue to work their way through the vestments, cataloguing them and identifying those which need attention. A number of vestments of value but with no current application have been conserved and transferred to storage in the crypt. Shane Fletcher continues to undertake much appreciated work on the parish archives.

The Quinquennial Inspection of the church by our architect, Ian Angus of Carden & Godfrey, is scheduled for Friday 5 April.

The churchwardens can take little credit for all of the above most of which is entirely due to the hard work of the church administrator, Kathy, and the Vicar.

## **Pauline Tuft & David Richards**

Churchwardens, March 2019

### **8. Report from St Mary's Trust**

**(Registered Charity no. 259887)**

#### **INTERIM REPORT FOR 2018**

### **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, and as funds permit. The Trustees are also the patrons of the benefice of St Mary's. The Trustees for the main part of the year were David Marchese, Tom Cochrane, Shane Fletcher, Kris Romanski and Keith Leuchars, who were joined as trustees by Michelle Gurney and Rollo Burgess in November 2018.

### **Activities and property**

The Trust owns the freeholds of St Mary's Presbytery, 30 Bourne Street, London SW1W 8JJ (including the Cottage which forms part of it) and 26 Graham Terrace, London SW1W 8JH.

Of the three flats in the Presbytery, the third floor flat and the smaller second floor flat are normally let on a commercial basis. During the year the tenant of the third floor flat gave notice to terminate the tenancy, and since then the flat has been occupied on a caretaker basis, while necessary works are undertaken. The other second floor flat was occupied by Fr Andrew Norwood free of charge in connection with his appointment as Assistant Curate.

The Trustees continued to provide the Sacristan of St Mary's, Anne Mundy, with accommodation in the Cottage in lieu of remuneration. The Dining Room, Library and Kitchen of the Presbytery continued to be used regularly for parish functions and other events, and the Study was used by the Vicar, Fr Walker. The Guest Room was made available for visitors.

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

During the year preparatory work was undertaken to implement the recommendations of the fire risk assessment carried out for the Presbytery in 2017, and Matthew Lloyd LLP, the firm of architects appointed by the Trust at the end of 2017, provided advice both in connection with the fire risk assessment works (for which a tender to contractors was issued) and also with a view to exploring the possibility of improving the facilities for parish use within the Presbytery, and possibly 26 Graham Terrace. Water hygiene testing continued to be carried out in the Presbytery and improvements to the water system were made, both in the common parts and in the flats.

Electrical testing and improvements were carried out, and arrangements were made for the improvement of the gas supply for the boilers serving both the Presbytery and the Church.

In accordance with the arrangements agreed with the Parochial Church Council of St Mary's (PCC) in 2010, the Trustees continued to bear responsibility for rent and other outgoings relating to 85 Chester Row, London SW1W 8JL (let to the PCC by the Grosvenor Estate) as the residence of the Vicar, Fr Walker.

### **Financial review**

The value of the Trust's investments at 31st December 2018 (including cash awaiting re-investment) was £1,813,084 (2017 £2,021,263). Income from investments and interest in 2018 was £55,777 (2017 £59,790). The Trust derived income of £17,870 from the letting of the Presbytery basement to the VSE (2017 £18,748). Other Presbytery lettings amounted to £11,957 (2017 £42,220), whilst the gross rent from the letting of 26 Graham Terrace amounted to £72,800 (2017 £11,161). The total income for the year was £158,404 (2017 £126,488 excluding legacies).

The total expenditure of the Trust in 2018 was £200,887 (2017 £277,442). This included £15,272 in respect of the costs relating to 85 Chester Row, and grants to the PCC of £8,903 in respect of the refurbishment of the Choir Room and the repainting of railings on the South side of the Church. The Trust had a net deficit in 2018 of £42,483 (2017 net income and legacy receipts, before investment gains, of £11,859).

Figures referred to in this Report are provisional.

**David Marchese**

**Managing Trustee**

## **9. Westminster (St Margaret) Deanery Synod Report**



### **WESTMINSTER (ST MARGARET) DEANERY SYNOD 2017-2020**

#### **A report on the proceedings of the Westminster (St Margaret's) Deanery Synod for the 2019 Annual Parochial Church Meeting of St Mary's, Bourne Street**

The first meeting of 2018 was held on 24<sup>th</sup> April in the State Rooms of Speaker's House at the Palace of Westminster, hosted by the Speaker's Chaplain, the Rev'd Prebendary Rose Hudson-Wilkin. The theme of diversity in the Church of England proved particularly apposite in the light of the Windrush affair, which was a lively presence in the headlines at the time of the meeting. Following perspectives from the Rev'd Simon Buckley (St Anne's, Soho) and the Rev'd Lis Goddard (St James the Less, Pimlico) on what diversity might mean, Prebendary Hudson-Wilkin offered some trenchant insights on the Church of England's record in dealing with minority ethnic groups within it, especially in relation to leadership.

Members of the Deanery Synod next came together for a Garden Party on 20<sup>th</sup> June which was held in the Master's garden at the Temple, following evensong in the Temple Church. The Master's garden was, as ever, a venue much appreciated by members. On this occasion, Synod were joined by members of the neighbouring City Deanery, along with some specially invited guests from the diocese.

The next meeting was held on 15<sup>th</sup> November at St Anne's, Soho. The main item was a presentation from the Rev'd Canon Steven Saxby, Vicar of St Barnabas, Walthamstow, and Labour's candidate at the next General Election for our constituency. Brief reports were provided by the Rev'd John Pearson-Hicks (St Barnabas, Pimlico) on schools, and Lawson Crawford (St Stephen's, Rochester Row) on deanery finances. The Rev'd Lucy Winkett (St James's, Piccadilly) then spoke about the launch of Westminster Citizens, a new civil society initiative in which she urged members to become involved; and the Rev'd Lis Goddard gave an update on collaborative working within the deanery and drawing particular attention to the plight of the old school building at St James the Less, Pimlico, which the Diocesan Board for Schools was proposing to sell.

The next meeting of the synod is at St Matthew's, Westminster on 30<sup>th</sup> April with Bishop Sarah attending.

Elected members of synod from St Mary's are Jane Jenkins and David Richards. Ex officio members of synod from St Mary's because they are members of diocesan synod are Shane Fletcher and Nigel Seed QC.

## **10. Elections to PCC and of Sidesmen**

**1. There are four vacancies on the PCC.** At the time of printing, candidates are: Kris Romanski, Rosemary Sinclair, Stephen Davis and Valerie Bartlett

### **Kris Romanski**



I have been a worshipper at St. Mary's for over 40 years. I have been a server for most of that time, and am currently head server. I first became Treasurer in 1984, and have been Treasurer again since 2011, after a short break. I am standing for the PCC so I can continue to serve the parish as Treasurer, if desired. I am also currently a Trustee of St Mary's Trust.

### **Rosemary Sinclair**



I am a long-term worshipper at St Mary's. Now retired, in my career I have been a nurse, a regional manager and a property relocation consultant.

I have two sons and two grandsons. I have served on the PCC on a number of previous occasions and also served on Deanery Synod. I also serve St Mary's wherever I can, including helping as a sidesperson, as a reader on occasion, and assisting with the food and drinks on social occasions. I would welcome the opportunity of serving on the PCC again.

## Stephen Davis



I am the Headteacher of a large (over 1500 pupils), 11-18, mixed, comprehensive school in West London. The school is a 'converter academy' designated as 'Outstanding' by Ofsted and in 2018 was in the top 10% of schools in the country for pupil progress at both GCSE and 'A' Level. The school serves a socio-economically and ethnically diverse area and annually sends a significant number of pupils to Oxbridge and Russell group universities.

As Headteacher, and Accounting Officer, I am responsible for a budget in excess of £10 million. I lead a staff of over 250 and oversee one of the largest school estates in West London with extensive playing fields and a mix of buildings dating from 1959 to 2014. Currently a new building housing a dining facility and auditorium for 300 is being constructed following the award of a £2 million grant from the 'Healthy Pupils Capital Fund' – the largest sum awarded to any institution nationally.

I am also the Executive Director of a Teaching School Alliance of over 20 schools and a School Centre for Initial Teacher Training, known as a SCITT. This involves leading the professional development of teachers from across the whole of London and leading teacher training across a consortium of schools resulting in the award of a PGCE and Qualified Teacher Status. I combine this with a national role as a Senior Partner in a school improvement collaborative of over 300 schools from across the UK. I also undertake the following: member of the Local Authority Fair Access Panel – assessing cases of exclusions from schools; elected representative to the local Schools Forum – where school budgets are decided; Vice Chair of Governors at a Pupil Referral Unit and mentor to newly appointed Headteachers.

As well as my educational experience, I have extensive expertise in HR, financial management, building and estate management, income generation and fundraising – skills which would bring strength to the PCC at St Mary's.

I have been a member of the congregation at St Mary's since 2011 and currently act as a Sidesman and Server.

## Valerie Bartlett



I graduated from Keble College, Oxford with a degree in Modern Languages (French and Spanish). I was always committed to working in the public sector, and worked for a charity and then for a Local Authority before starting work in the NHS, where I've worked for some 30 years. Along the way I gained an MBA from Henley Management College. During my time in the NHS I've held a range of senior leadership roles, most recently as Deputy Chief Executive of an NHS Trust in Surrey where I spent a number of years managing two busy hospitals. I spent over 25 years as a practising Buddhist, and on conversion to Christianity (which happened in a context of regular visits to St Mary's over a number of years with my husband Peter) I found that an established habit of regular prayer



and meditation was a useful foundation for an exploration of Christian contemplative practices. During the summer of 2019 I will be retiring from the NHS to complete counselling and psychotherapy training which I began some 18 months ago. I'm looking forward to completing the training and working part time in a very different way. I would be really pleased to be a member of the PCC and give something back to a place and community that has given so much to me.

## **2. Sidesmen**

The current sidesmen are:

Peter Bartlett	Toby Graham	David Richards
Valerie Bartlett	Michelle Gurney	David Ritchie
Colin Black	Hazel James	James Ritzema
Cynthia Butterworth	Carol Leamy	Rosemary Sinclair
Kate Costeloe	Alex Nightingale	Kiki Tormey
David Crickmore	Mira Osmond	Louise Stallwood
Stephen Davis	Richard Parker	Charlotte Way
Simon Gay	Marc Prema-Ratner	Kate Woollcombe Gambrill
Bill Goss		

## **11. Appointment of Independent Examiner to the PCC**

A proposal to re-appoint Grant Wells of Philip Gambrill & Co Ltd., as independent examiner

### **C. First Meeting of the PCC**

1. To elect vice-chairman, secretary, treasurer
2. To elect members of the standing committee
3. To note the date of the forthcoming PCC meetings: