St Mary’s Bourne Street
Annual Parochial Church Meeting 2020
Sunday 25th October 2020

**A. The Annual Meeting of Parishioners**

Agenda

 Prayer

 *page*

1. To appoint a Clerk to the meetings 2
2. To receive minutes of the meeting held on Sunday 7th April 2019 2
3. Matters arising 2
4. The Election of Churchwardens for 2020-21 2

**B. The Annual Church Meeting**

Agenda

[1. Minutes of the Annual Parochial Church Meeting held on Sunday 7th April 2019](https://docs.google.com/document/d/1FMMtdNhkNkpiGS1mZu-G-JeXYEueMbmUmx9yik4cJbc/edit#heading=h.3olddtn2zvb2)  2

[2. Matters Arising](https://docs.google.com/document/d/1FMMtdNhkNkpiGS1mZu-G-JeXYEueMbmUmx9yik4cJbc/edit#heading=h.7vss0blfk837)  4

[3. Report on changes to the Electoral Roll](https://docs.google.com/document/d/1FMMtdNhkNkpiGS1mZu-G-JeXYEueMbmUmx9yik4cJbc/edit#heading=h.b0drhs7wt6jw)  4

[4. Parochial Church Council Annual Report and Financial Statements 2019](https://docs.google.com/document/d/1FMMtdNhkNkpiGS1mZu-G-JeXYEueMbmUmx9yik4cJbc/edit#heading=h.urb1kgw1sq8k)  4

[5. Stewardship Report](https://docs.google.com/document/d/1FMMtdNhkNkpiGS1mZu-G-JeXYEueMbmUmx9yik4cJbc/edit#heading=h.v2of3mrvcx8p) 12

[6. Report on the Kenneth and Helena Levy Trust](https://docs.google.com/document/d/1FMMtdNhkNkpiGS1mZu-G-JeXYEueMbmUmx9yik4cJbc/edit#heading=h.u91uioboyoa1)  12

[7. Report on the Fabric, Goods, and Ornaments of the Church](https://docs.google.com/document/d/1FMMtdNhkNkpiGS1mZu-G-JeXYEueMbmUmx9yik4cJbc/edit#heading=h.u1lxf0uha9gr) 13

[8. Report from St Mary’s Trust](https://docs.google.com/document/d/1FMMtdNhkNkpiGS1mZu-G-JeXYEueMbmUmx9yik4cJbc/edit#heading=h.fw7i77vrpe2f)  14

[9. Westminster (St Margaret) Deanery Synod Report](https://docs.google.com/document/d/1FMMtdNhkNkpiGS1mZu-G-JeXYEueMbmUmx9yik4cJbc/edit#heading=h.dbye8gpa68xc)  17

[10. Elections](https://docs.google.com/document/d/1FMMtdNhkNkpiGS1mZu-G-JeXYEueMbmUmx9yik4cJbc/edit#heading=h.cozviu383vzh)  17

[11. Appointment of Independent Examiner to the PCC](https://docs.google.com/document/d/1FMMtdNhkNkpiGS1mZu-G-JeXYEueMbmUmx9yik4cJbc/edit#heading=h.rnb2zruxdpf4) 18

**C. First Meeting of the PCC**

Agenda

1. To elect vice chairman, secretary, treasurer 19
2. To elect the Standing Committee 19
3. To note the date of future PCC meetings 19

**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 7th April 2019**

**Minutes of the Annual Meeting of the Parishioners of St Mary’s Bourne Street held on Sunday 7th April 2019**

Fr Andrew Walker took the chair.

1. Kate Costeloe was appointed clerk to the meeting.
2. The minutes of the meeting held on Sunday 22nd April 2018 were approved
3. There were no matters arising from the minutes.
4. There had been two nominations for Churchwardens. David Richards and Pauline Tuft were duly appointed, both to serve for a second year.

1. Fr Andrew thanked Cynthia Butterworth and Richard Parker for their work as Deputy Churchwardens, their appointment for a further year was proposed by David Ritchie, seconded by Jeffrey Frost and accepted nem con. These roles have no legal standing.
2. Those not on the electoral roll were asked to leave before the opening of the Annual Church Meeting.
3. Clergy were invited to stay for the annual meeting but reminded that they could not vote.

**B. The Annual Church Meeting**

[1. Minutes of the Annual Parochial Church Meeting held on Sunday 7th April 2019](https://docs.google.com/document/d/1FMMtdNhkNkpiGS1mZu-G-JeXYEueMbmUmx9yik4cJbc/edit#heading=h.3olddtn2zvb2)

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 22nd April 2018 were approved.

Fr Andrew invited nominations for membership of the PCC from any of those eligible who had not already submitted a form.

1. **Matters arising from the minutes:**

There were no matters raised.

1. **Electoral Roll:** The new electoral roll came into effect on March 23rd 2019 with 137 names. The roll had been closed to additional applicants since that time and reopened following the APCM. There were no questions. Cynthia Butterworth, electoral roll officer, was thanked for her work.
2. **The Annual report of the PCC and Financial Statements for 2018**

Kris Romanski, Hon Treasurer presented the Financial Statements

It was reported that people had responded generously to the appeal launched at Christ the King but that there remains a projected deficit in year of around £20,000; the appeal must therefore be regarded as an on-going process. There were no questions.

Kate Costeloe presented the Safeguarding report and reminded those present that we do not have a single individual designated as Champion for Vulnerable Adults but that it is a collective responsibility vested in all of us to discuss with a parish officer if we have concerns that any congregation member is being taken advantage of, bullied, has a mental health problem or has ceased to attend and is known to be isolated. There were no questions.

1. **The report of the Kenneth and Helena Levy Trust for 2018**, was accepted, there were no questions.
2. **Stewardship:** There were no questions.
3. **Fabrics, Goods & Ornaments:**

The report summarised the very considerable restoration work that had taken place during the year. The quinquennial inspection had taken place in the week prior to the meeting, the written report is awaited but there are no items requiring large expenditure. There has been slight movement of cracks which continues to be monitored.

1. **Report from St Mary’s Trust:** The report, prepared by David Marchese was received, there were no questions.
2. **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.
3. **Elections**
4. **PCC.** Four elected members Cynthia Butterworth, Kate Costeloe, Hazel James and Peter Reed are due to stand down.

Nominations for the four vacancies were received for Valerie Bartlett, Stephen Davis, Kris Romanski and Rosemary Sinclair who were all duly appointed.

1. **Sidesmen**. Peter and Valerie Bartlett, Charlotte Way and Kate Woollcombe Gambrill have joined the list of sidesmen. Acceptance of the new list was proposed by Shane Fletcher, seconded by David Richards and accepted unanimously.
2. **Appointment of Independent Examiner to the PCC.** Kris Romanski’s proposal that Grant Wells of Philip Gambrill & Co Ltd. should be re-appointed was formally proposed by Cynthia Butterworth, seconded by Pauline Tuft and approved unanimously.
3. **Any Other Business.** There were no items of any other business. Fr Andrew thanked the out-going members of the PCC, Kris Romanski for his work as Treasurer, the parish administrator Kathy Redington and sacristan Anne Mundy sacristan for their cheerful efficiency, the College of Priests for their companionship, the churchwardens, musicians, hospitality team, 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**](https://docs.google.com/document/d/1FMMtdNhkNkpiGS1mZu-G-JeXYEueMbmUmx9yik4cJbc/edit#heading=h.7vss0blfk837)

[3. **Report on changes to the Electoral Roll**](https://docs.google.com/document/d/1FMMtdNhkNkpiGS1mZu-G-JeXYEueMbmUmx9yik4cJbc/edit#heading=h.b0drhs7wt6jw)

There were 139 names on the new Electoral Roll at the 2019 APCM.  17 names have been added over the past year and four have been removed (two through death and two by request).

This year’s Electoral Roll came into effect on 10 October 2020 with 152 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 2019](https://docs.google.com/document/d/1FMMtdNhkNkpiGS1mZu-G-JeXYEueMbmUmx9yik4cJbc/edit%22%20%5Cl%20%22heading%3Dh.urb1kgw1sq8k)**

**PCC ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019**

**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 2019**

St Mary’s continued to flourish in 2019 under the wise and kind leadership of the Vicar, Fr Andrew Walker. He was supported by two Honorary Assistant Curates, first Fr Andrew Norwood, until he moved to the parish of Little Venice – his last Sunday in the parish was 27 October – and then Fr Sam Korn, who came from Aintree to take up a post as chaplain to St Mary Magdalene Academy, Islington and has been living in the Presbytery since August, and also the College of Priests, whose other members are Frs Michael Brotherton, Stuart Leamy, Peter McGeary, Bill Scott, Victor Stock and Patrick Tuft.

The highlights of the liturgical year were the visit of Fr Martin Warner, the Bishop of Chichester, to preside at the Solemn Evensong, Procession and Benediction for the Feast of Corpus Christi; and the High Mass of Requiem for All Souls Day; the setting was the Mozart Requiem Mass, with orchestra. Both were very splendid and spiritual occasions.

An innovation in 2019 was a monthly series of short recitals given after the Sunday High Mass over the summer by members of our choir or musicians, which were very well received by members of the congregation.

There has been a wide range of speakers and events as part of the ‘School of Religion’, and these were well received. Two talks at the beginning of the year on issues relating to religion and health were particularly interesting.

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 further churches in the area. The cell also attended the visit of the image of Our Lady of Walsingham to Westminster Abbey.

The PCC has been engaged, together with St Mary’s Trust, in a process of discernment and consultation about a possible building project at St Mary’s affecting both the Church and Presbytery, as part of our wider preparation for the celebration of the Church’s 150th anniversary in 2024. We are calling this the ‘Pineapple Project’, after the pub that was formerly in the building that is now the Presbytery. Originally, we looked at two possible schemes, a larger and more expensive one over against a smaller and more modest one. Both addressed the requirements of a better provision of meeting and social space and (at least as important) better connectivity and access around the site with proper disabled access and a better provision of lavatories and other facilities as well. After consultation, it was agreed to pursue the smaller scheme.

We have been advised that the new hall proposed to be created within the Presbytery is likely to be eligible for some outside funding as providing a community resource, which would be a matter of public benefit. Since outside bodies will not make any grants until the necessary planning permissions have been granted, our architect has begun that process whilst we establish any and all likely sources of funding. These are likely to comprise Community monies, Charitable Trusts and Livery Companies and local funds as well as the congregation. It is hoped that the necessary permissions will be received over the summer of 2020 and then fund raising will commence.

Last year’s Review reported that the PCC had commissioned a Lighting Design Concept Report, with a view to replacing the lighting in Church during 2019. The PCC decided to go ahead with the new lighting and the work was done in the autumn. Although it was not quite complete at the year end, the new lighting is fully operational and is generally considered to be a great improvement.

As also mentioned last year, an induction loop was installed in February 2019. Other work done during the year includes:

-restoration of the statue of Our Lady of Peace by Martin Travers;

-work included in the last quinquennial report to repair cracks in the walls of the servers’ vestry, make good plasterwork and reseal the floor; and

-restoration of various vestments, including the rose pink set; a new purple cope was also donated.

Following a complete revision of the Electoral Roll, as is required every six years, the number on the Roll at the time of the APCM was 137, compared to 183 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 2019, including a special meeting to approve the 2018 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 and giving to St Mary’s;

- the Pineapple Project;

- other buildings, fabric and ornaments issues;

- the safeguarding of children and vulnerable adults; and

- reports of St Mary’s Trust issues.

**Safeguarding**

The PCC continues to comply with the duty to have due regard to the House of Bishops’ Safeguarding Policy and Practice Guidance on safeguarding children and vulnerable adults. Safeguarding is a standing item on the PCC agenda. Kate Costeloe is the PCC’s Safeguarding Officer and Faith Allsop is the Children’s Champion.

**Financial review**

Overall, there was a deficit of £2,518 on the general fund in 2019, compared to a deficit of £14,602 in 2018. The general fund had net assets of £64,741 at the end of 2019, compared to £67,259 at the beginning of the year. This is a much better outcome than had been expected at the beginning of the year, when a deficit of some £22,000 had been forecast.

The main reasons for this were increased regular giving and a ‘windfall’ reduction in expenditure on gas – both are explained further below.

Total general fund income in 2019 was £178,033 compared to £180,932 in 2018. The reduction was more than accounted for by the reduction in grants sought and received. The only grant received in 2019 was £3,442 from the Levy Trust, compared to a total of £12,512 in 2018 from the Levy Trust and St Mary’s Trust (see the section headed ‘Related Party Transactions’ below for more information about the PCC’s financial relationship with these Trusts) and a contribution from the Victoria School of English (because they use the choir room, they made a contribution to the cost of work undertaken on that room). Giving subject to Gift Aid continued to increase, from £86,546 in 2018 to £92,655 in 2019, which also led to an increase in Gift Aid received from HMRC of £1,527. It was particularly welcome that this increase came from regular giving, both by standing order, which rose from £43,029 in 2018 to £48,708 in 2019, and envelope giving in the collection, which rose from £27,130 to £29,889 in 2019. One-off donations not subject to Gift Aid totalled £10,513 in 2019, compared to £9,115 in 2018, largely because the Vicar donates to the PCC the income he receives from his activities, such conducting retreats and giving spiritual direction, outside the parish.

General fund expenditure in 2019 was £180,551, compared to £195,534 in 2018. The main reason for the fall was that expenditure on church repair and maintenance from the general fund, which was unusually high at £25,094 in 2018, fell back to more normal levels, being £6,620 in 2019. Expenditure on gas fell from £6,965 in 2018 to £2,525 in 2019 because when the former gas meter was replaced by a smart meter in November 2018, the new meter turned out to be faulty and it did not record the amount of gas going through it. It took so long for the supplier to sort it out when the problem was reported that they waived any usage-related charge for gas going through that meter. The main areas where expenditure increased was in our the Diocesan Common Fund contribution, which rose from £68,800 in 2018 to £71,000 in 2019 and music, which increased from £48,968 in 2018 to £52,763 in 2019, as musicians’ stipends were increased.

In 2019, the Fabric Fund (a designated fund in the unrestricted fund) received a total of £78,780 income (£110,548 in 2018), including a £10,000 donation towards the cost of the new lighting in church and a grant of £2,490 from the War Memorials Trust towards the cost of the restoration of the statue of Our Lady of Peace, for both of which we are very grateful. But the main source of income was the grant which the H & K Levy Trust has committed towards the cost of repair work in the servers’ sacristy and the balance of the cost of installing new lighting in the church beyond what the fund can meet from its own resources, totalling £43,671 – it will be paid when the exact cost of the work is known. The fund has also received (or is due to receive) £22,301 by way of Listed Places of Worship VAT Grant on the work which it funded.

Total 2019 expenditure from the Fabric Fund was £137,942 (£100,472 in 2018), of which £127,572 was the gross cost of the new lighting scheme for the church and £8,766 the gross cost of restoring the statue of Our Lady of Peace. At the end of 2019, the Fund had a deficit of £5,968 (surplus of £53,194 at the end of 2018). This will be exactly covered by the promised donation towards the cost of the restoration of Our Lady of Peace, and the associated Gift Aid, which has now been received, and for which we are very grateful. The PCC could not ask for payment until it knew exactly how much the cost would be, and also the size of the War Memorials Trust contribution.

The purpose of the restricted funds is described in Note 14, and income and expenditure for each of the funds is shown in Note 16. 2019 restricted income included a bequest of £22,506 from Jeffrey Winslow, a long-standing former parishioner, to the Music Fund, and two donations totalling £7,300 to the Jewels of the Madonna to fund work on vestments. We are very grateful for all three. The biggest expenditure among the restricted funds was the £12,570 spent by the Jewels of the Madonna fund, part of the programme of restoring the church’s vestments, and partly funded by the donations and associated Gift Aid. Total restricted income in 2019 exceeded expenditure by £19,383 (compared to a deficit in 2018 of £5,713) because of the bequest, and the total net assets of the restricted fund rose to £52,582 at the year-end (£33,199 at the end of 2018).

During the year, £2,915 was raised through collections for other charities, compared to £5,560 in 2018 - Note 16 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. The PCC also made a £500 donation to Glass Door, a local project to help the homeless, out of the St Antony Fund for the Poor.

Overall, therefore, at the year-end, the PCC had total net assets of £111,355, compared to £153,652 at the end of 2018.

Last year’s financial review reported the early results of the appeal for increased giving launched on Christ the King, and this was reinforced by a leaflet issued in September updating the congregation on the outcome of the Christ the King appeal. The 2019 outcome, with a deficit much lower than expected at £2,519 shows that the congregation responded very generously, and the PCC is very grateful to all those who have started or increased their giving. However, costs continue to increase and we shall have to pay the full cost of our gas this year, so the deficit for 2020 is predicted to be nearly £12,000, 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 the 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. Restricted Funds are maintained for specific purposes, which are set out in Table F in the accounts section below.

**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, who was a Self-Supporting Minister, had no paid employment while licensed to the Parish, the PCC gave him a total of £1,458 towards his living expenses (£2,050 in 2018), 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 2019 or 2018.

The only PCC members who received any expenses in 2019, other than reimbursement of costs incurred in purchasing goods and services required by the PCC, were Fr Andrew Walker, who received £2,256, and Fr Andrew Norwood who received £134; a small, immaterial part of Fr Walker's expenses may have related to his duties as PCC chairman. In 2018, Fr Walker received £2,296 and Fr Norwood received £366.

**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 2019, the PCC did not request any grant from St Mary's Trust, and none was given. 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.

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 2019, the Trust incurred £15,311 on the normal running costs of the property, compared to £15,272 in 2018. In 2019, the Trust did not incur any other expenditure which was proper to the PCC. (In 2018, it had spent £5,981 on repainting the railings on the south side of church and other building work which was the PCC's responsibility.)

As part of the Pineapple Project, described in the Annual Report, to create a new church hall in the ground floor of the Presbytery, the PCC and Trust held a joint 'Discernment Day' in February 2019. They agreed to share the costs equally, so the Trust contributed £710 towards the cost. Also as part of the project, the Trust spent £13,392 on detailed plans of both the Church and the Presbytery, which will be of continuing benefit to the PCC in relation to other building projects, £3,000 for architect's fees for initial design plans and £6,978 for other fees.

Also in 2019, the PCC and Trust decided to improve the wifi connection in the church office and the Presbytery, sharing the capital costs equally, so the Trust contributed £1,725 towards this cost. In addition, St Mary's Trust paid £4,672 towards shared gas costs (2018 - £3,482) to which it is appropriate that they contribute - since June 2019, the Trust and PCC gas supplies have come through separate meters, so the shares of costs can be accurately known. The Trust also repaid the PCC £352 for other costs proper to the Trust which the PCC had met (2018 - £314).

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 2019, at the PCC's request, the Trust agreed to give a grant of £3,442 to meet the cost of repairing cracks in the wall of the servers' sacristy, behind the apse, and redecorating it. The Trust also agreed to meet the balance of the cost of replacing the lighting in church which could not be met by the PCC's designated fabric fund or other donations to the PCC for that purpose. It was expected that this would require a grant of around £40,000. This work has not yet been completed, so the exact total cost is not known, and the PCC is waiting for that to be established before asking for payment of the grant. In 2018, the Trust gave to the PCC grants totalling £6,856 to meet the cost of fire-proofing the crypt ceiling and replacing the heating and lighting in the choir room.

Members of the PCC and their close relatives donated £38,579 to the PCC in 2019 (£32,523 in 2018) 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 2019**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **A. PCC INCOME 2019** |  |  |  |  |
| **Voluntary income** | **Unrestricted** | **Restricted** | **2019 Total** | **2018 Total** |
| Planned giving subject to Gift Aid | 78,597 | - | 78,597 | 70,159 |
| One-off gift aid donations  | 14,058 | 10,599 | 24,657 | 22,942 |
| Gift Aid recoverable | 23,164 | 2,649 | 25,813 | 23,276 |
| Planned giving not subject to Gift Aid | 2,344 | - | 2,344 | 2,391 |
| Candle donations | 1,147 | - | 1,147 | 1,290 |
| Other donations not subject to Gift Aid | 20,513 | 2,702 | 23,215 | 81,948 |
| Collections at services | 8,773 | - | 8,773 | 8,792 |
| Grants from Trusts | 49,603 | - | 49,603 | 12,512 |
| GASDS top up payments | 1,879 | 316 | 2,195 | 1,805 |
| Bequests  | - | 27,506 | 27,506 | 25,000 |
| **Sub total** | **200,078** | **43,772** | **243,850** | **250,115** |
| **Activities for generating funds** |  |  |  |  |
| Bookstall  | 335 | 135 | 470 | 791 |
| Church lettings  | 21,748 | - | 21,748 | 20,543 |
| Food, drinks and Parish parties  | 8,307 | - | 8,307 | 7,183 |
| **Sub total** | **30,390** | **135** | **30,525** | **28,517** |
| **Investment income** (Interest) | **508** | **300** | **808** | **680** |
| **Church activities** |  |  |  |  |
| Fees from weddings & funerals | 838 |  | 838 | 379 |
| Sale of columbarium niches | 1,490 |  | 1,490 | 4,760 |
| **Sub total** | **2,328** |  | **2,328** | **5,139** |
| **Other income** |  |  |  |  |
| Listed Places of Worship Scheme VAT grant | 23,484 | - | 23,484 | 18,825 |
| Other fees | 25 | 400 | 425 | 1 |
| **Sub total** | **23,509** | **400** | **23,909** | **18,826** |
| **TOTAL INCOME** | **256,813** | **44,607** | **301,420** | **303,277** |
| **B. PCC EXPENDITURE 2019** |  |  |  |  |
| **Costs of church activities** | **Unrestricted**  | **Restricted**  | **2019 Total** | **2018 Total** |
| Missionary and charitable giving donations  | - | 2,179 | 2,179 | 4,710 |
| Home missions and church societies  | - | 2,187 | 2,187 | 1,761 |
| Ministry: Diocesan Common Fund | 71,000 | - | 71,000 | 68,700 |
| Other ministry costs  | 5,083 | - | 5,083 | 5,933 |
| Church running and maintenance  | 164,192 | - | 164,192 | 151,561 |
| Sacristy and Candles | 3,252 | 12,570 | 15,822 | 6,395 |
| Music: Salaries, fees and expenses  | 52,763 | 6,113 | 58,876 | 55,098 |
| Flowers  | - | 2,175 | 2,175 | 1,802 |
| Office expenses, including Parish Administrator  | 12,614 | - | 12,614 | 10,928 |
| Bank charges  | 555 | - | 555 | 524 |
| **Sub total** | **309,459** | **25,224** | **334,683** | **307,412** |
| **Raising funds** |  |  |  |  |
| Bookstall | 445 |  | 445 | 105 |
| Lunch and drink party costs  | 8,443 |  | 8,443 | 5,788 |
| Stewardship costs  | 146 |  | 146 | 211 |
| **Sub total** | **9,034** |  | **9,034** | **6,104** |
| **TOTAL EXPENDITURE** | **318,493**  | **25,224** | **343,717**  | **313,516** |
| **C. SUMMARY** | **Unrestricted funds** | **Restricted funds** | **2019****Total** | **2018****Total** |
| Total Income | 256,813 | 44,607 | 301,420 | 303,277 |
| Total Expenditure | 318,493  | 25,224 | 343,717  | 313,516 |
| **SURPLUS/(DEFICIT)** | **(61,680)**  | **19,383** | **(42,297)** | **(10,239)** |
| Total funds brought forward  | 120,453 | 33,199 | 153,652 | 163,891 |
| **TOTAL NET ASSETS\***  | **58,773** | **52,582** | **111,355**  | **153,652** |
| \* For a breakdown of these totals between funds, see Tables E (Unrestricted Funds) and F (Restricted Funds). |
| **D. BALANCE SHEET as at end 2019**  |  |  |
| **Current assets** | **2019** | **2018** |
| Stocks  | 1,305 |  | 1,004 |  |
| Debtors  | 77,223 |  | 28,902 |  |
| Cash at bank and in hand  | 60,465 |  | 151,245 |  |
| **Sub total** | **138,993** |  | **181,151** |  |
| **Creditors: amounts falling due within 1 year** | **(27,499)** |  | **(27,499)** |  |
| **Total net current assets** |  | **111,355** |  | **153,652** |
| **E. UNRESTRICTED FUNDS** |  |  |  |  |
|  | **At 1.1.19** | **Income** | **Expenditure** | **At 31.12.19** |
| General Fund  | **67,259** | 178,033 | (180,551) | **64,741** |
| Fabric Fund\* | **53,194** | 78,780 | (137,942) | **(5,968)** |
| **TOTAL** | **120,453** | **256,813** | **(318,493)** | **58,773** |

\* 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 grants and donations totalling £69,600 towards restoration works whose cost was to be met from the fund.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **F. RESTRICTED FUNDS** |  |  |  |  |
|  | **At 1.1.19** | **Income** | **Expenditure** | **At 31.12.19** |
| Flower collections  | **369** | 2,297 | (2,174) | **492** |
| Collections for other charities  | **873** | 2,915 | (3,737) | **51** |
| Charity donations (St Antony)  | **778** | 761 | (630) | **909** |
| Music  | **26,404** | 24,496 | (6,113) | **44,787** |
| Jewels of the Madonna  | **4,775** | 14,138 | (12,570) | **6,343** |
| **TOTAL** | **33,199** | **44,607** | **(25,224)** | **52,582** |

**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 2019**

In 2019, £2,915 was raised for other charities (£5,560 in 2018):

|  |  |
| --- | --- |
| St. Mary's, Cable Street |  881  |
| Diocese of London Appeal for Relief of Modern Slavery | 459 |
| Glass Door Homeless Charity | 409 |
| Royal National Institute for the Blind | 130 |
| Sport in Mind | 1,036 |
| **TOTAL** | **2,915** |
|  |  |

[**5. Stewardship Report**](https://docs.google.com/document/d/1FMMtdNhkNkpiGS1mZu-G-JeXYEueMbmUmx9yik4cJbc/edit#heading=h.v2of3mrvcx8p)**FINANCIAL STEWARDSHIP REPORT FOR 2019**

In 2019, total giving for the general fund subject to Gift Aid totalled £92,655, up from £86,546 in 2018. Income tax recovered by the PCC under the Gift Aid scheme in 2019 was therefore £23,164, compared to £21,637 in 2018. In addition, St Mary’s was able to claim £1,879 for the general fund under the Gift Aid scheme for small donations, compared to £1,726 in 2018.

In 2019, standing order giving subject to Gift Aid totalled £48,708, compared to £43,029 in 2018. At the start of 2020, there were 47 standing order donors (compared to 45 a year earlier). Standing orders represent a future commitment to St Mary’s and provide a steady and reliable source of income – which was particularly important during lockdown, as several donors started or increased their standing orders to help maintain St Mary’s income while the church was closed and giving in collections became impossible.

Envelope giving in collections remains our second largest source of regular income, and recovered last year after a fall the year before. In 2019 we received £29,889 in envelope donations, compared to £27,130 in 2018. We also received £14,058 in one-off Gift Aid donations for the general fund in 2019, compared to £15,720 in 2018.

The final form of tax-efficient planned giving is Give As You Earn, used by two donors. The PCC received some £2,000 under this scheme in 2019, as in 2018.

[6.  **Report on the Kenneth and Helena Levy Trust**](https://docs.google.com/document/d/1FMMtdNhkNkpiGS1mZu-G-JeXYEueMbmUmx9yik4cJbc/edit#heading=h.u91uioboyoa1)

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.

In 2019/20, at the PCC's request, the Trust agreed to give a grant of around £45,000 to cover the balance of the cost of the church lighting project and other electrical works in church, the repair and redecoration of the servers’ sacristy and the repair of the floor tiling in church. This grant has not yet been paid to the PCC, for a number of reasons – the work has not yet been completed, the PCC has no cash flow problems at present (indeed, the reverse is the case) and this is not a good time for the Trust to sell some of its holding of units. By comparison, in 2018, the Trust gave the PCC two grants at its request, 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.

The Trust’s investments are held in SUTL Cazenove (formerly Schroders) Charity Equity Fund units and M&G Charibond Fixed Interest Fund units. At 5 April 2020, the valuation of the Trust’s investments was £185,150, compared to £230,789 at 5 April 2019 – the valuation of the holding of SUTL Cazenove Charity Equity Fund had fallen from £146,822 to £99,245 over that period because of the stock market fall in March 2020 as a result of the coronavirus crisis; it had recovered a little to £106,766 at 30 September 2020. The valuation of the holding in M&G Charibond, as one would expect, was much steadier: £83,969 at 5 April 2019, £85,905 at 5 April 2020 and £88,873 at 30 September 2020.

The Trust’s total income in 2019 was £9,258 (£7,835 in 2018); as in 2018, 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.

The Trust held £9,705 in its deposit account at 5 April 2020 (£9,634 in April 2019). In addition, there is accumulated interest included in the value of its investments. At 5 April 2020, this amounted to about £45,100. This means that the Trust has some £54,800 accumulated income. But some £45,000 of this is already committed to the work carried out by the PCC described above. This means that there is only some £9,000 available for further grants, and it would be better, if possible for the Levy Trust to replenish its reserves before making any further grants to the PCC.

[7**. Report on the Fabric, Goods, and Ornaments of the Church**](https://docs.google.com/document/d/1FMMtdNhkNkpiGS1mZu-G-JeXYEueMbmUmx9yik4cJbc/edit#heading=h.u1lxf0uha9gr)

It is over 18 months since our last report and so there is much to say about these matters. At the time of the last annual meeting, we were waiting to hear whether we could go ahead with our plans to install a new lighting system in church. The project has of course now been completed and the results are spectacular. The intricacies of the new arrangements are quite something and an iPad is needed to establish the lighting levels and different settings around the church.

The knotweed issue along the south side of the church was inspected in July 2019 and no further problems have been reported.

Our Lady of Peace was restored last year and the statue was back on her pedestal in time for Remembrance Sunday. Thank you to the parish administrator, Kathy, for securing a grant from the War Memorials Trust towards the cost of this, and to a member of the congregation who kindly footed most of the bill.

Thank you also to Kathy for organising so many of the essential maintenance tasks in church. These range from Fire Extinguisher checks, insurance inspections, and gutter clearing, to repairs to church furnishings. The extraordinary rupture to the church floor by the Vicar’s confessional was finally repaired in February but we were unable to make a claim on the insurance policy.

As everyone is aware we were able to live stream services from St Mary’s the moment that we needed to. Here is not the place to rehearse the pain felt by so many about decisions made to restrict the use of churches, or to remember that Easter was celebrated in the presbytery dining room. However, the immediate efforts of key people such as Paul Grier to set up the means to live stream services were crucial in terms of our commitment to maintaining access to the liturgy from St Mary’s.

Fr Sam has worked tirelessly, supported by Richard Hills and others, to ensure that we now have in place equipment in church which is discreet and effective in ensuring that what happens at St Mary’s can be shared beyond those able to be at church. Fortunately, work undertaken in early 2019 to provide an induction loop and the facility to record sermons actually provided the foundations for much of these technological advances. Funds made available by the Hans and Julia Rausing Trust have made the investment possible, along with the hard work and devotion of Fr Sam. Thank you!

Once again, the churchwardens can take little credit for all that has happened but we are delighted to report that it has happened!

**Pauline Tuft & David Richards**

Churchwardens

October 2020

[8. **Report from St Mary’s Trust**](https://docs.google.com/document/d/1FMMtdNhkNkpiGS1mZu-G-JeXYEueMbmUmx9yik4cJbc/edit#heading=h.fw7i77vrpe2f)

**ST MARY’S TRUST**

**(Registered Charity no. 259887)**

**TRUSTEES’ REPORT FOR 2020**

**Structure, governance and management**

St Mary's Trust ('the Trust') is an unincorporated registered charity. The Trustees, who appoint their successors, are all persons who are closely associated with the St Mary's, Bourne Street. In practice, appointments of new Trustees are made after consultation with the parish of St Mary's. The Trustees are also the patrons of the benefice of St Mary’s.

The Trustees during the year were David Marchese, Tom Cochrane, Shane Fletcher, Kris Romanski, Keith Leuchars, Michelle Gurney and Rollo Burgess.

Major decisions concerning the Trust are made by the Trustees collectively, but the day-to-day management of the Trust is undertaken by the Managing Trustee, David Marchese

The Trustees met formally on three occasions during the year and informally on other occasions.

**Objectives and aims**

The objects of the Trust are to benefit the parish of St Mary’s, 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.

In general terms, the Trustees' policy is that the Trust's funds should be used for purposes primarily where the expenditure is a legal obligation, where it is required for the preservation of the Trust's assets, including its properties, and where it is required in the fulfilment of the objectives of providing clergy accommodation and parish facilities. Where possible, expenditure is out of the Trust's current income or accumulated reserves (if any), but spending out of capital is permitted where necessary for the primary purposes. The Trustees also consider financial assistance towards St Mary's capital expenditure (usually, where other funding is not available) but not generally for ordinary parish expenditure, unless there are unusual circumstances.

**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 a new tenancy was granted for the third floor flat. The other second floor flat was occupied by Fr Andrew Norwood and subsequently (after Fr Norwood's departure) by Fr Sam Korn, free of charge in connection with their appointment as Assistant Curate at St Mary's.

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 (VSE) for use as an English language school.

During the year Matthew Lloyd LLP, the firm of architects appointed by the Trust at the end of 2017, provided advice both in connection with works to implement the fire risk assessment carried out for the Presbytery in 2017 and the project (now known as the "Pineapple Project") to improve the facilities for parish use within the Presbytery, and possibly providing a new link to the Church.

As a separate part of the fire risk improvements, a supplier was appointed to update the existing fire alarm system in the upper parts of the Presbytery and to install a new fire alarm system in the basement (including the Church owned Undercroft), connected with that in the upper parts, and the new system in the basement was installed and commissioned at the end of the year.

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 investments at 31st December 2019 (excluding cash awaiting re-investment) was £2,092,379 (2018 £1,813,084).

At the end of the year the Trust had cash at bank and in hand of £56,542 (2018 £21,122) and the capital cash funds held by the Stockbrokers amounted to £36,774 (2018 £90,567). Income from investments and interest in 2019 was £67,572 (2018 £65,424). The Trust also derived rental income from the letting of the Presbytery basement to the VSE, other Presbytery lettings and the letting of 26 Graham Terrace of £121,491 (2018 £119,123). The total income for the year (excluding legacies) was £189,163 (2018 £184,847).

The total expenditure of the Trust in 2019 was £169,992 (2018 £208,388).

The Trust had a net surplus income, before investment gains, in 2019 of £19,171 (2018 net deficit of income £23,541).

**Expenditure on St Mary's**

In 2019, the Trust spent £15,311 in respect of the costs relating to 85 Chester Row as the residence of the Vicar (2018 £16,453).

The Trust also paid £5,929 in respect of the costs of a new separate gas supply for the boilers in the basement of the Presbytery that are used for the heating of the Church.

**Pineapple Project**

The Trust spent £3,000 in respect of architects' fees and £21,080 in respect of other costs in connection with the Pineapple Project.

Figures referred to in this Report are taken from the draft accounts (not yet approved).

David Marchese

Managing Trustee

12 October 2020



**9. Westminster (St Margaret’s) Deanery Synod.**

This annual report should be about the proceedings of the synod during 2019. In that respect I can report that the synod met at St Matthew's in April 2019 and received a presentation, and had a discussion, about knife crime and gang culture. At the same meeting, a presentation was received about anglo catholic church planting. Bishop Sarah also addressed the meeting.

In June a very wet garden party was held in the Temple Church and we looked wistfully at the Master’s Garden where we usually gather.

In November we met at St Gabriel's and talked about urban mission and ministry in the Churchill Gardens Estate and we also heard about the work of The Passage.

At the point at which APCMs should have been happening towards the end of April 2020 it seemed absurd to be drafting a report about what had happened in 2019 when the world around was battling with Covid and lockdown. Instead every church, chaplaincy and congregation in the deanery was asked to contribute to a booklet which was put together over the summer and is available as a rather long, but I hope interesting, addendum to this short report. I should confess to the fact that it was my idea to commission the report booklet prompted by utter pride in the work and initiatives deriving from our own parish. Fr Andrew, Kathy, Gloria and Fr Sam all deserve medals!

Our deanery synod representatives in the last triennium have been Jane Jenkins and me. The next triennium requires our parish to provide three representatives. We also have representation on the deanery synod from Shane Fletcher and Nigel Seed who, like me, are members of the Diocesan Synod.

**David Richards**

Deanery Synod Representative

[**10. Elections to PCC/ Sidesmen / Deanery Synod**](https://docs.google.com/document/d/1FMMtdNhkNkpiGS1mZu-G-JeXYEueMbmUmx9yik4cJbc/edit#heading=h.cozviu383vzh)

1. There are five vacancies on the PCC.

2. Sidesmen

The current sidesmen are:

Colin Black

Cynthia Butterworth

Kate Costeloe

David Crickmore

Stephen Davis

Simon Gay

Bill Goss

Toby Graham

Michelle Gurney

Hazel James

Alex Nightingale

Mira Osmond

Richard Parker

Marc Prema-Ratner

David Richards
David Ritchie

James Ritzema

Rosemary Sinclair

Louise Stallwood

Kiki Tormey

Charlotte Way

Kate Woollcombe Gambrill

3.Election to Deanery Synod

[**11. Appointment of Independent Examiner to the PCC**](https://docs.google.com/document/d/1FMMtdNhkNkpiGS1mZu-G-JeXYEueMbmUmx9yik4cJbc/edit#heading=h.rnb2zruxdpf4)

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: