

St Mary's Bourne Street

Annual Parochial Church Meeting 2023

Sunday 23 April 2023

A. The Annual Meeting of Parishioners

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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 8th May 2022**

Draft minutes of the Annual Meeting of the Parishioners of St Mary's Bourne Street held on Sunday 8th May 2022.

Fr Andrew Walker took the chair.

- a. Kate Costeloe was appointed clerk to the meeting.
- b. The minutes of the meeting held via Zoom on Saturday 29th May 2021 were approved
- c. There were no matters arising from the minutes.
- d. There had been two nominations for Churchwardens. David Richards and Martin Woolley were duly appointed, both to serve for one year.
- e. The outgoing Churchwarden, Pauline Tuft, was thanked and applauded for all her work over the past four years.
- f. Any people present not on the electoral roll were asked to leave before the opening of the Annual Church Meeting.
- g. Clergy were invited to stay for the annual meeting but reminded that they could not vote.

B. The Annual Church Meeting

1. Draft minutes of the Annual Parochial Church Meeting held on Sunday 8th May 2022.

Fr Andrew Walker took the chair.

Apologies were received from Rollo Burgess, Michelle Gurney, Michael Johnson, Richard and Louise Stallwood.

All papers and reports had been previously available on the parish website.

- 1. The minutes of the APCM held via Zoom on Saturday 29th May 2021 were approved.**

Fr Andrew invited nominations for membership of the PCC from any of those eligible who had not already submitted a form, there were no additional nominations.

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

There were no matters raised.

3. **Electoral Roll:**

There were 160 names on the Roll at the May 2021 APCM. Since then there had been 3 deaths recorded and there were 7 new members. The new roll with 164 members reopened to further new members following the meeting. Cynthia Butterworth, electoral roll officer, was thanked for her work.

4. **The Annual report of the PCC and Financial Statements for 2021:** Kris Romanski, Hon Treasurer had presented the Financial Statements; there were no questions. Kris was thanked for all his work.

5. **Stewardship report:** There were no questions.

6. **The report of the Kenneth and Helena Levy Trust for 2021,** was accepted, there were no questions.

7. **Fabrics, Goods & Ornaments:** There were no questions and the report was accepted.

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 David Garrett, Andrew Probert and James Ritzema. There were no questions.

10. **Elections**

a. **PCC.** There were five PCC vacancies: Toby Ward had resigned because of commitments elsewhere with one year of his appointment still to run, Peter Reed had completed his appointment to the place previously vacant following the resignation of Valerie Bartlett and Stephen Davis, Kris Romanski and Rosemary Sinclair had completed three year terms.

There were five nominations:

Mhairi Ellis:	Proposed by Kate Costeloe and Seconded by Richard Parker
David Marchese	Proposed by Michelle Gurney and Seconded by Pauline Tuft
Jack Moore	Proposed by David Richards and Seconded by Kate Costeloe
Mark Rhodes	Proposed by David Richards and Seconded by Bill Goss
Catriona Woollcombe Gambrill	Proposed by Rollo Burgess and Seconded by Kate Costeloe

All were appointed.

b. **Sidesmen:** The sidesmen for the year are as listed in the APCM papers.

11. **Appointment of Independent Examiner to the PCC.** Kris Romanski explained that Grant Wells of PG Lemon LLP, who has been the independent examiner for the last decade has now relinquished that role. At the PCC meeting on 09 Feb 2022 PCC members had unanimously supported the appointment of Philip Gambrell, of the same firm, to be Independent Examiner for the 2021 accounts at only a modest increase in fee.
Kris Romanski proposed that Philip Gambrell continue as Independent Examiner for 2022, David Ritchie seconded and the proposal was carried unanimously.
12. **Any Other Business.** There were no items of any other business. Fr Andrew thanked all of those who have continued to contribute to the running of the parish notwithstanding the trials and tribulations of the past year.
13. The meeting closed with a prayer.

Kate Costeloe, PCC Hon Secretary

2. Matters Arising

3. Report on changes to the Electoral Roll

There were 165 names on the Electoral Roll at the 2022 APCM. Five names have been added over the last year and three have been removed (through death).

This year's Electoral Roll came into effect on 5 April 2023 with 167 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 2021

PCC ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2022

The PCC's Annual Report and Financial Statements are not yet available. This because the accounts have to be audited this year, as the PCC's total 2022 income exceeded £1 million because of a bequest of £540,000 and grants and donations towards the Pineapple Project. The PCC applied to the Charity Commission for a waiver of the audit requirement, but this was refused. The audit involves more work (and expense) than the normal independent examination, and it was impossible to find any suitable firm to do the work in time to meet the APCM deadline. A separate Parish Meeting will be convened to discuss the audited Financial Statements and Annual Report when they are ready.

The accounts cannot be finalised until the audit fee is known, and are then dependent on the auditor's scrutiny, so there is no point into going into much detail at this stage. But the Parish should be aware that it looks as if they will show that the PCC had a deficit of £21-22,000 in 2022 on its General Fund, which covers the ordinary running costs of the parish, compared to a surplus of £344 in 2021. The main reasons for the deficit are increased expenditure on fuel and power in the last quarter of the

year, on the costs of the office and on music. On the income side, we lost the rent paid by Francis Holland School for the use of the undercroft from mid-May because of the Pineapple Project, though this was partly compensated for by the School's reintroduced contribution for the use of the church. There was also a fall in giving.

The PCC still has general fund reserves of about £50,000, so the position is not immediately serious, but this will clearly be an issue for the next PCC to address.

Safeguarding

The PCC continues to comply with the principles of the House of Bishops' Safeguarding Policies on safeguarding children, young people and vulnerable adults as described in the document 'Promoting a Safer Church' and the Parish Safeguarding Handbook. Safeguarding is a standing item on the PCC agenda. The parish has recently subscribed to the Diocesan Safeguarding Dashboard which, in the fullness of time, will facilitate the monitoring of the increasingly complex training requirements for all of those with any role in the parish that involves interaction with other members of the congregation or the wider public.

The safeguarding officer regularly reminds people to be vigilant, to look out for each other and to report any anxiety early to one of the priests or to her.

Kate Costeloe is the PCC's Safeguarding Officer and Faith Allsop is the Children's Champion.

5. Stewardship Report

FINANCIAL STEWARDSHIP REPORT FOR 2022

In 2022, total giving for the general fund subject to Gift Aid totalled £90,456 compared to £94,004 in the previous year. Income tax recovered by the PCC under the Gift Aid scheme in 2021 was therefore £22,616, compared to £23,501 in 2021. In addition, St Mary's was able to claim £2,116 for the general fund under the Gift Aid scheme for small donations, compared to £1,064 in 2021.

Standing orders represent a future commitment to St Mary's and provide a steady and reliable source of income. In 2022, standing order giving subject to Gift Aid totalled £62,920, compared to £61,304 in 2021. There are now 51 people who give by standing order with Gift Aid. We also received £3,320 from a further 4 standing orders from non-taxpayers who could not Gift Aid their giving (£1,260 in 2021). Of the 55 donors, 9 give over £200 per month, and a further 11 between £100 and £200 per month.

Envelope giving in collections remains our second largest source of regular income. It rose to £16,394 in 2022, compared to £16,037 in 2021.

The final form of tax-efficient planned giving is Give as You Earn, now only used by one donor. The PCC received some £1,911 under this scheme in 2022, compared to £1,840 in 2021.

Apart from planned giving, we received £11,142 in one-off Gift Aid donations for the general fund in 2022, compared to £15,623 in 2021. We also received £13,565 in donations without Gift Aid, compared to £19,694 in 2021.

Money given in collections not in envelopes recovered to £7,851 in 2022, compared to £3,787 in 2021.

We set up an online giving page on St Mary's website in 2020, enabling donors to give by credit or debit card using SumUp and Givealittle. Donations can also be received via PayPal. Donations of

£1,284 were received for the General Fund and £2,045 for the Pineapple Project via these methods during 2022.

6. 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 investments are held in SUTL Cazenove Charity Equity Fund units and M&G Charibond Fixed Interest Fund units. At 5 April 2023, the end of the Trust's latest financial year, the valuation of the Trust's investments was £267,070, compared to £264,186 at 5 April 2022. The value of the holding of SUTL Cazenove Charity Equity Fund had risen from £178,448 at 5 April 2022 to £185,179 at 5 April 2023, whereas the value of the holding in M&G Charibond had fallen from £85,739 to £81,891 over the same period.

The Trust's total income in 2022/23 was £9,880 (£6,697 in 2021/22); as in the previous year, 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 £9,954 in its deposit account at 5 April 2023 (£9,744 on 5 April 2022). In addition, there is accumulated interest included in the value of its investments. At 5 April 2021, this amounted to about £69,095. This means that the Trust has some £79,050 accumulated income. This accumulated income is considered by the Trustees to be available for funding grants to the PCC.

But £53,422 of this is already committed to making grants to the PCC for the lighting and other building work. This is the expected amount of the grant which the Trust agreed, at the PCC's request, to give to cover the balance of the cost of the church lighting project (the PCC was also intending to use the balance of its fabric fund to meet the cost) and other electrical works in church, the repair and redecoration of the servers' sacristy and the repair of the floor tiling in church. None of these grants has yet been paid to the PCC, for a number of reasons:

- the electrical work has not yet been completed because of the Covid pandemic, so the precise sum required is not known;
- the money has benefited from a better rate of return than it hold have had in the PCC's deposit accounts; and
- the PCC has had no cash flow problems (indeed, the reverse has been the case).

This means that there is only some £25,600 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, so that the Trustees will be in a position to make grants towards the cost of any urgent repairs that are identified by the next quinquennial inspection of the church, due in 2024.

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

This time last year the churchwardens reported that the maintenance of the lavatories was occupying much administrative time for Kathy, our superb parish administrator. As building projects are fraught with potential delays it was perhaps foolish for the churchwardens to consider that there should be some confidence that the following year things would be somewhat different. Sadly, the hoardings remain in place around the presbytery and the closure of the Bourne Street entrance (to enable the works to take place to provide the new graduated and accessible entrance to the buildings) has still not been necessary. But we are getting there slowly, and a recent hard hat tour showed off some of the progress.. The joys to come, of better space in which to gather, of connectivity between church and presbytery (at three levels), of a decent church office, and a properly appointed study for the

Vicar, and of accessible lavatories, should continue to be held in everyone's thoughts and prayers please!

This time last year we also wrote about the challenges of live streaming and it is good to report that our ability to provide a live stream continues to be well-received and draw a great deal of positive comment. We would ask you to remember those who cannot make it to St Mary's on anything like a regular basis and who treasure the ability to join us via YouTube. The PCC has agreed to trial some use of sound enhancement in the church this year to see how this might enhance services, and to support the wider use of the church by Francis Holland School and others.

Last November it was our turn for an archidiaconal visitation which was carried out by the Venerable Adam Atkinson, Archdeacon of Charing Cross. He was able to inspect records and meet with various people, His inspection included a review of our inventory of the goods and ornaments. Whilst the churchwardens are happy to report that all is in order in respect of the contents recorded in the inventory, we are conscious of the need over the next year to combine and collate information held with a view to making our records more digital.

In the last 12 months we are pleased to record and note work undertaken to the marble piscina in the main sacristy, to the red High Mass set of vestments, and of course to the production of the memorial sedilia to Fr Gilling which now graces the south side of the sanctuary.

We continue to be grateful on your behalf for all those, paid and unpaid, who continue to sustain the life and work of St Mary's under the continuing and inspiring leadership of Fr Andrew.

Martin Woolley & David Richards
Churchwardens

8. Report from St Mary's Trust

ST MARY'S TRUST

(Registered Charity no. 259887)

INTERIM REPORT FOR 2022

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

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.

For the first part of the year (until the start of the works on the Pineapple Project) the Kitchen, Dining Room and Library of the Presbytery continued to be used for parish functions and other events, while the Study was used by the Vicar, Fr Walker, and the Guest Room was made available for visitors.

Of the three flats on the upper floors the Presbytery, the third floor flat continued to be let on a commercial basis, as was the smaller second floor flat for part of the year, until the tenancy was terminated to enable Mrs Mundy to take up residence there (see below). The larger second floor flat was occupied by Fr Sam Korn, 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 for part of the year, but (with the agreement of Mrs Mundy) her accommodation was moved to the smaller second floor flat in May 2022, to allow for the Pineapple Project works. The basement of the Presbytery also continued to be let on a commercial basis to The Francis Holland School Trust for part of the year, until the start of the works on the Pineapple Project.

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.

Pineapple Project

During the year the Trustees, in collaboration with the PCC, finalised arrangements for the Pineapple Project, under which part of the Presbytery (including the Cottage) will be redeveloped to create a new community space on the ground floor (to be named the "Russell Room"), together with ancillary facilities including a new Vicar's Office and Parish Office, and with improved connectivity with the Church.

In July 2022 the Trustees passed Resolutions to make a grant to the PCC towards the costs of the Contract for the main part of the Project, in the sum of £1,058,077 (being the difference between the net donations given or promised to the PCC and the total anticipated costs, and including the sum of £100,000 which had already been committed). In addition, the Trustees resolved to proceed with a separate additional Contract for improvements to the basement, frontage and courtyard of the Presbytery, at an anticipated cost to the Trust of £422,645. The Trustees further resolved to set up a new charity company to which the Trustees will grant a long, rent-free lease in respect of the new Russell Room and related parts of the Presbytery.

The effect of the grant to the PCC when fully paid out, together with the cost of the additional Contract, will be to reduce the Trust's investment portfolio by approximately 75%, which will of course reduce future income. The two Contracts were executed and exchanged in September 2022, work having commenced in May 2022.

Financial review

The value of the Trust's investments as at 31st December 2022 (including cash awaiting re-investment) was £2,252,531 (2021 £2,147,855). Gross income (before fees) from investments and interest in 2022 was £58,521 (2021 £56,988). The Trust derived rental income from the letting of the Presbytery basement to the Francis Holland School Trust, other Presbytery lettings and 26 Graham Terrace of £105,992 (2021 £145,103). The total gross income for the year was £221,750 (2021 £204,595).

The total expenditure of the Trust in 2022 was £235,060 (2021 £159,374). This included £17,818 in respect of the costs relating to 85 Chester Row (2021 £22,990) and £95,113 in respect of professional fees and other expenses relating to the Pineapple Project (2021 £4,570). The Trust had a net loss of £13,310 (2021 net surplus £45,221), in either case before investment losses.

Figures referred to in this Report are provisional.

David Marchese

Managing Trustee



9. Westminster (St Margaret) Deanery Synod – Triennium 2020-2023

Over the last 12 months the life of our Deanery Synod has regained its momentum. Synod met on **26th April 2022 at St Matthew's Westminster**, with the focus of the meeting being a presentation from Penny Roberts of the London Diocesan Board for Schools about the Board and its role in the pursuit of the diocesan [2030 Vision](#).

On Friday 10th June, the Bishop of London spent a **day in the deanery**. This began with a school service at St Barnabas', Pimlico Road, followed by a visit to St Mary's to see the beginning of work on the Pineapple Project.

Bishop Sarah, accompanied by the Area Dean, Sub Area Dean and Lay Chair, then walked to St James the Less, Vauxhall Bridge Road. The parish's outreach work in the community was explored, and the vicars of St Saviour's Pimlico and St Stephen's Rochester Row joined the group whereupon the positive relationships between the churches in that part of the deanery were discussed.

Lunch in the garden at St Matthew's, Westminster with staff from its school and the church and others followed before heading to Christ Church, Down Street in Mayfair to hear about their work particularly amongst students. This included tracking down one group of recently-graduated students to an area of Green Park used regularly by Christ Church for gathering.

From there the Bishop was accompanied to St James's Piccadilly to learn about developmental projects and to see some of the work, such as counselling, which is undertaken there. Following tea the party moved to St Mary le Strand where work had begun on creating the pedestrianised area reconnecting the church with its surroundings, particularly King's College.

The penultimate stop was St Clement Danes where the assembled group were shown various aspects of the church and learned about its specific chaplaincy role within the Royal Air Force.

The day ended with a garden party in the Master's Garden next to the Temple Church. The day was beautifully sunny and the Bishop was joined by various members of the clergy and laity along the way making it a memorable celebration of our deanery. Bishop Sarah is due to hold another deanery day, on 8th June 2023 (the feast of Corpus Christi)..

The Deanery Synod met at **St Paul's, Covent Garden, on 18th October 2022**. The Rector and his colleagues provided an exceptionally warm welcome to synod, and developments to the building and

of the parish's mission were explained. The main feature of the meeting was the beginning of a series of mini presentations (to take place at each meeting of synod) to understand, and therefore share, some of the work going on in the parishes and institutions within our deanery. I was very taken with some new, short stackable pews with arms.

Synod met most recently on **28th February 2023 at St Matthew's, Westminster** and received some more short presentations on Parish Initiatives. An item on [Living in Love and Faith](#), following the successful passing of an amended motion from the House of Bishops at General Synod earlier in the month, dominated discussion. Given that it has been a matter of debate and consideration in the Church for the last six years it is probably fair to say that it is a relief that we have not spent six years discussing the issues at St Mary's. Within our deanery there are two or three churches for which the decision to permit something to happen, without requiring it to happen, is challenging. For most it would seem that the decision is entirely welcome and uncontroversial.

The final meeting of the current triennium will be at an evening garden party on 8th June 2023 at the end of the Bishop's day in the deanery. The triennium ends on 30th June and newly-elected members of the synod will begin their term on 1st July 2023.

In addition to Fr Andrew, the elected laity from our parish who have served on the synod are David Garrett, Andrew Probert, and James Ritzema. I am a member ex officio because I am elected to Diocesan Synod.

David Richards

Lay Chair, Westminster (St Margaret's) Deanery Synod

10. Elections to PCC and Deanery Synod

1. Election of four people to the PCC and three to Deanery Synod, all for terms of three years.

2. Sidesmen

The current sidesmen are:

Colin Black	Michelle Gurney	James Ritzema
Cynthia Butterworth	Hazel James	Rosemary Sinclair
Kate Costeloe	Alex Nightingale	Louise Stallwood
David Crickmore	David Parchot	Charlotte Way
Stephen Davis	Richard Parker	Kate Woollcombe Gambrill
Simon Gay	Marc Prema-Ratner	
Bill Goss	David Richards	
Toby Graham	David Ritchie	

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: