



St Marylebone Parish Church

**Benefice of St Marylebone with Holy Trinity, St Marylebone
Annual Report and Financial Statements of the
Parochial Church Council**

for the year ended 31st December 2017



Changing Lives

**St Marylebone Parish Church
17 Marylebone Road
London
NW1 5LT**

www.stmarylebone.org

Registered Charity Number: 1129435

**Rector & Chairman of the Parochial Church Council:
The Revd Canon Dr Stephen Evans, MA, MPhil, DHC**

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1. Background

The Parochial Church Council ('PCC' or 'Council') is a body corporate and a registered charity (1129435), which has various functions, powers and responsibilities conferred on it under ecclesiastical law, and its membership, officers, standing committee and conduct of meetings are also governed by ecclesiastical law.

This report concerns the PCC and the activities of the parish generally for the benefice of St Marylebone with Holy Trinity, St Marylebone ('St Marylebone' or 'the parish') in the Archdeaconry of Charing Cross in the Church of England Diocese of London. Since early 2016, the Archdeaconry has been termed "The Archdeaconry of the two Cities" and is served by the Archdeacon of London and the associate Archdeacon of the Two Cities. The area of the parish is approximately half a mile across by one-and-a-half miles North to South in London districts W1 and NW1. It extends from Baker Street and the Regent's Park Outer Circle in the West to (approximately) Great Portland Street and Broad Walk in the East, and from Albert Road, in the North to (approximately) George Street and New Cavendish Street in the South. Regent's Park (including the London Mosque, US Ambassador's residence and part of the London Zoo) comprise just over half of the area of the parish; the remainder is medical, office and residential buildings and streets with a resident population of more than 7,500 (including Harley Street, many hospitals, corporate head offices, the Royal Academy of Music, Madame Tussaud's, Baker Street, Regent's Park and Great Portland Street Underground stations and several parts of Westminster University as well as Regent's University).

Public Benefit and Object of the Charity

The PCC ("the trustees") have had regard to the Charity Commission guidance on public benefit; the principal function of St Marylebone's PCC is co-operating with the Rector in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has responsibility for the St Marylebone Healing & Counselling Centre (based in the crypt of the parish church), direct maintenance responsibilities for the parish church, and Church House, 38 Nottingham Place, and some maintenance responsibilities (but not ownership of) the Rectory, 21 Beaumont Street.

2.0 Membership and Organisation

2.1 Membership

Members of the PCC are elected by the Annual Parochial Church Meeting ('APCM') or co-opted by the council, in accordance with the Church Representation Rules. It has been the practice of the parish to elect **ten** representatives of the laity by the APCM (although fifteen is the norm for parishes with over 200 people on the Electoral Roll). To stand for election a parishioner must be over 16 and on the parish church's Electoral Roll: if over 18, candidates must have also been on the Electoral Roll for six months.

Two Churchwardens are elected on the same occasion as the APCM and they serve for one year after which they are eligible to stand again for re-election (strictly the election takes place at the separate meeting of parishioners, the 'vestry' meeting, held just before the APCM, at which anyone on the parish church or civic electoral rolls may attend and vote, and the Rector has a right to appoint one Churchwarden if he disagrees with the parishioners' choice). At the APCM of 2015 it was agreed that the policy which had been adopted in 2002 that Churchwardens may not serve more than six consecutive terms be set aside to allow for continuity and overlap between the newly appointed Churchwarden and those in situ. The Crown Warden is appointed by the Crown (on the Rector's recommendation) to serve for an indefinite period.

Members appointed by an APCM serve for three years (strictly-speaking they retire at the end of the third APCM following appointment). It has been the practice in the parish that on retirement one may not stand again until a year has lapsed, although one could re-join the council straightaway as a Deanery Synod member or ex officio, or be co-opted by the council (to a maximum of two). There is no limitation of term of office for deanery synod members or ex officio members (except churchwardens as described above).

PCC members are not generally allowed also to be employees of the PCC in receipt of remuneration. However, special dispensation was obtained from the Charity Commission for the Director of Healing & Counselling and the Director of Music (whilst serving as a Deanery Synod Representative) to be members.

The APCM has the power to change various provisions, including the number of members it elects (effective from the following year), whether members serve for one or three years, the practice of not reappointing retiring representatives, conducting elections by the single transferable vote method, allowing postal votes, etc.

During the year the following served as members of the Parochial Church Council:

Name, Office Held	Appointing Office	Term of Office
The Revd Stephen Evans <i>Rector of St Marylebone with Holy Trinity, St Marylebone</i>	The Crown	Ex-Officio, concurrent with office
The Revd Edward Thornley <i>Assistant Curate of St Marylebone with Holy Trinity, St Marylebone Chaplain</i>	The Rector	Ex-Officio concurrent with licence
The Revd Dr Andrew Walker <i>Assistant Curate of St Marylebone with Holy Trinity, St Marylebone Director of the St Marylebone Healing & Counselling Centre</i>	The Rector	Ex officio - concurrent with licence <i>ended May 2017</i>
Emeka Onah Crown Warden	The Crown, on the	Ex-officio - concurrent

	advice of the Rector	with office to APCM 2018
Brenda Elise Ormerod <i>Churchwarden & Hon. PCC Secretary Deanery Synod Representative 4</i>	Annual Vestry Meeting as CW Elected by Annual Meeting of Parishioners	to APCM 2018
Jo Sumpter <i>Churchwarden</i>	Annual Vestry Meeting as CW	to APCM 2018
Jenni Kightley <i>Crown Sidesman</i>	The Crown on the advice of the Rector	concurrent with office
Clare Alexander <i>Deanery Synod Representative 1</i>	Elected by Annual Meeting of Parishioners	to APCM 2018
R. Wyndham Lloyd-Davies <i>Deanery Synod Representative 2 Deputy Churchwarden</i>	Elected by Annual Meeting of Parishioners	to APCM 2018
Alla Murphy <i>Deanery Synod Representative 3 Safeguarding Officer</i>	Elected by Annual Meeting of Parishioners Appointed SO by PCC	to APCM 2018
Derick Garnier <i>Churchwarden Emeritus</i>	Elected by Annual Meeting of Parishioners	to APCM 2018 <i>Died 30th October 2017</i>
Ann Marie Johnson	Elected by Annual Meeting of Parishioners	to APCM 2018
Thomas F. Moore <i>Honorary PCC Treasurer</i>	Elected by Annual Meeting of Parishioners	to APCM 2018
Andrew Hine <i>Deanery Synod Representative 5</i>	Elected by Annual Meeting of Parishioners	to APCM 2018
Caroline Morton	Elected by Annual Meeting of Parishioners	to APCM 2019
Frances Endres	Elected by Annual Meeting of Parishioners	to APCM 2019
Leah Mitchell Waite	Elected by Annual Meeting of Parishioners	to APCM 2019
Samantha Gunasekera	Elected by Annual	to APCM 2020

	Meeting of Parishioners	
Tassia Kavvadis Campbell	Elected by Annual Meeting of Parishioners	to APCM 2020
Rob Wijeratna	Elected by Annual Meeting of Parishioners	to APCM 2020

2.2 The Parochial Church Council

The PCC met seven times in the year since the APCM on 19th April 2017 (2016: eight times). The following were invited as ex-officio observers because of their roles within the Parish Church: Adé Adigun (Children’s Champion) and Hani Armstrong (ER Officer), Stuart Page (Operations’ Director), Suzanne Hyde, Margaret Sykes (Administrator of the St Marylebone Healing and Counselling Centre), James Christie Brown (Pastoral Assistant General) until 31st May 2017/Ross Marshall (Pastoral Assistant General) from 1st September 2017, Jane Gray (Human Resources & Pastoral Assistant Young Church), Gavin Roberts (Director of Music); Ginny Walton (Activity Coordinator, Changing Lives, Penny Jonas (Changing Lives).

2.3 Committees

The PCC has one Committee:

Standing Committee

This committee, required by law, comprises the Rector, the Crown Warden and the two churchwardens as ex officio members and the Hon PCC Treasurer along with the Crown Sidesman. Since his appointment, the Operations’ Director, Stuart Page, has been in attendance at all meetings of the standing committee. The Standing Committee has the power to transact the business of the Parochial Church Council between meetings, subject to any directions given by the Council. The practice has been for the committee to be able to authorise expenditure of up to £2,000 without reference to the Council (revised September 2010), to interview and make staff appointments on behalf the Council, and to consider policy matters and make recommendations to the Council. Its minutes are recorded, but not normally received by the Council.

The committee met six times in 2017 (2016: six). Attendance 84% (2016 average 92%).

2.4 Professional Advisors and Services

The following continued to serve in the year, and the PCC would like to thank them for all they do for the parish church:

Bank	Barclays Bank plc Barclays Business Centre 9 Portman Square London W1A 3AL
Inspecting Architect	Oliver Caroe, BA (Hons), Dipl. Arch Cantab., RIBA, AABC Office 5, Unit 8 23 - 25 Gwydir Street Cambridge CB1 2LG 01223 472237 info@caroe.com
Auditor	Mr Mark Tullett FCA Civvals Limited Chartered Accountants and Statutory Auditors 50 Seymour Street WIH 7JG

3.0 Electoral Roll, Church Attendance, Sidesmen and Registers

3.1 Electoral Roll & Church Attendance

The Electoral Roll for the 2018 annual meeting was carried over from the 2017 roll, having been revised for newcomers and those leaving. The review was completed on 10th April 2018 (being less than 15 days but not more than 28 days before the APCM). We have a total of 424 (2017: 384), of whom 370 are Non-Resident and 54 are Resident. Dr Hani Armstrong was replaced by Frances Endres as Electoral Roll Officer at the APCM in 2017.

The usual Sunday communicants at the morning services is 185 (2017: 160) out of an average congregation of around 255 (2017: 230) (280 on Healing Service Sundays), and this number was increased at special services and festivals throughout the year. The pattern of Sunday services of 8.30 am Holy Communion, 11 am Choral Eucharist. The monthly 6.00 pm Choral Healing Service continues. Weekday Morning Prayer takes place at 9.30 am Monday to Wednesday; Eucharist at 9.30 am on Friday and 1.10 pm on Wednesday Evening Prayer is said at 5 pm Monday to Wednesday and Friday (weekdays all services are held in the crypt).

3.2 Sidesmen

Mrs. Jenni Kightley serves as Crown Sidesman, appointed by Downing Street on behalf of the Crown for an indefinite period. Since 2015, the Crown Sidesman has served as an ex-officio permanent member of the Standing Committee as well as a member of the PCC.

In 2017 a total of seventeen people served as regular Sidesmen. Of those appointed, two people stepped down from the role during the year: Amanda Keddie and Marc Scherman. We are very grateful to them for their time and contribution to the team of Sidesmen over the years, and wish them well for the future. Carmen Tabares found it difficult to take up her duties due to a change in circumstances, and has recently decided to step down.

During the year we were pleased to welcome back Sade Orals, who asked to resume her duties as a regular Sidesman. Additionally we welcomed Leanne George who joined the team in October and who was very helpful over the Christmas period.

In 2018, therefore, there is a total of 15 people for appointment as regular Sidesmen: They are Peggy Agnew, Natasha Back, Roy Bennet, Farina Burton, Matthew Denny, Frances Endres, Julia Flower, David Haynes, Leanne George, Andrew Hine, Tina Onah, Ngozi Onyiah, Sade Orals, Elizabeth Queenan and Rob Wijeratna.

The reserve Sidesmen to be appointed this year are six in number. Sade Orals was on the reserve list, but has now moved back to the regular Sidesmen list. We have been unable to contact Peter Mwaniki for a long time, so he has now been taken off the reserve list.

The six reserve Sidesmen for appointment in 2018 therefore are: Adé Adigun, Clare Alexander, Jordan Bell, Vesta Burgess, Kingsley Emovon, and Anne Hamilton. We have again had to draw on reserve Sidesmen again quite often during the year, and we are grateful for their continuing support, particularly during busy periods.

Although 15 regular and six reserve Sidesmen are good numbers of people to have as Sidesmen, the Crown Sidesman is always delighted to welcome new people to the team, even if they are only able to take up one or two duties during the year. Volunteers are usually asked to be on duty no more than once a month. Most of these volunteers, however, prefer to cover the 11.00 am service, and consequently the 8.30 am services and the 6.00 pm services are still very short of regular Sidesmen. Both the regular and reserve Sidesmen are always kind enough to help with these two other services, but I would be very pleased to have more regular Sidesmen for the early morning and evening services. I am very grateful to Peggy Agnew, who still faithfully covers the 8.30 am service, but who would prefer to step down, and to Dom Samsonas, St. Marylebone's Assistant Buildings Manager, who has stepped in to help at the early morning services in the absence of any sidesmen. Any member of the congregation, who is on the Electoral Roll, can volunteer to join the team. New people always receive a set of briefing notes, have a training session, and are always well supported by the team.

As ever, St. Marylebone and the Crown Sidesman warmly thank all those people who voluntarily undertake the duties of a Sidesman. Their role in ensuring that the congregation feels welcomed and well attended at each service is an important one. In addition, their dedication and willingness to commit to this duty is always very much appreciated.

3.3 Servers

The rota of crucifers and servers has continued to benefit from the involvement of many members of Young Church and their parents, as well as four or five adults. Approximately twenty adults and children are on the rota to carry out the duties of crucifer, server, and acolytes on Sundays and special services. Emy Onah, Obiamaka Ojukwu, Adekunle Bambgbouye and James Christie Brown/Ross Marshall are licensed to administer the chalice when required to do so, as well as Susan Anderson from The St Marylebone CE School. It was a great pity that health prevented Head Sacristan Robert Norton from continuing with his duties.

REVIEW OF PROGRESS AND ACHIEVEMENTS

4.0 Music and Special Services

The music department has had a particularly busy year, playing an important role in the church's anniversary celebrations. Of special note was the music sung by the choir for 200th anniversary Eucharist on 5th February, for which we performed music that might have been heard in 1817, featuring anthems, and even an organ duet, by Samuel Wesley; the Wesley family needing no explanation for their connection to St Marylebone! Two newly composed masses were written for the choir in 2017; the first Gregory Rose's *Missa Brevis Sancta Marylebonensis*, performed as part of the *The London Festival of Contemporary Church Music*; the second, Paul Mealor's *Missa Sancta Maria Tota Bona*, commissioned especially for our *St Marylebone Festival* celebrations in July. Our loyal choir and organ continue to lead our worship Sunday by Sunday, with an ever expanding repertoire of music, as well as for the extra weddings, funerals, memorials and carol services. The Advent season saw us provide music for carol services and concerts for *The Blind Veterans*, *The Lord's Taversers*, *The Rotary Club*, *Chain of Hope*, *The Sick Childrens' Trust*, to name but a few.

Bertie Baigent has continued as our organ scholar for a second year, and has been assisting Thomas Allery with the running of the Youth Choir (see separate report), as well as performing his duties at The St Marylebone School. We are delighted that Bertie has played an ever increasing role in the musical life of the Parish, often bringing his orchestra *The London Young Sinfonia* to the church for concerts, most notably a fabulous performance of Mozart's *Così fan tutte* in June, and Mahler's *Symphony no 4* as part of the St Marylebone Festival in July.

Alongside Bertie, our Assistant Director of Music, Thomas Allery, has continued to provide excellent organ playing for all our services, and his tireless work with the Junior Choir have been evident at their monthly performances during the Sunday morning Eucharists. Thomas' skills as a harpsichordist came to the fore in our July festival as he twice brought his vivacious *Ensemble Hesperis* to perform music inspired by the Pleasure Gardens of Old

Marylebone; these gardens existed close to the parish church in the Eighteenth Century, welcoming musicians from all over Europe. Thomas and Mary-Jannet Leith (an exceptional recorder player), who are both at the helm of *Ensemble Hesperis*, were married in September, and the parish sends them our hearty congratulations. Thomas also organised an organ recital series to celebrate the 30th birthday of our wonderful *Rieger* organ, which took place on the first Sunday of each month at 4pm. We invited seven visiting recitalists alongside all three of our music staff, who each gave an organ recital in the series.

The musical highlight of 2017 was *The St Marylebone Festival* which ran from 22-28 July. Thanks to the tireless efforts of Elizabeth Queenan and her team of volunteers, the festival was kindly supported by many local sponsors (both financial and edible!). This was the second festival we have staged at the church, and was a fitting way to mark our special anniversaries. During a week of music and festivities we celebrated the rich cultural history of the church and the many personalities connected with it. Admiral Nelson's daughter, Horatio was baptised at the church and so we opened with a 'Come and Sing' day, attracting some 60 singers, culminating in a performance of Haydn's Nelson Mass, with orchestra, with soloists from the parish church choir. 'Browning Day', on the fourth day of the festival, celebrated the clandestine marriage of Elizabeth Barrett and Robert Browning in 1846 in a series of events. The parish church choir gave a chamber performance of Brahms' *German Requiem*, which was given its English première in a private house in Wimpole Street in 1871. We welcomed Gabriel Woolf who gave his one-man show on the genius of Charles Dickens, who wrote many of his best-known novels as a resident of Marylebone. There was a return visit from the popular counter-tenor, Andrew Watts, and a performance of *Song in the City's* project 'One Creation' which celebrated contemporary Marylebone, bringing together multi-faith artists and composers. The festival was an excellent way to reach out to our local community in new ways, particularly apt as we launch our *Changing Lives* project. None of this work would be possible without the continued support from the clergy and congregation at St Marylebone, and for that we give thanks.

5.0 Mission and Local Outreach

St Marylebone Parish Church continues to be a busy place of active and engaged Christian witness, set at the very heart of central London. With a history now stretching back some 900 years, we seek to offer God worship that has long been renowned for musical and liturgical excellence and to serve the diverse community in which we are set.

There are always changes at St Marylebone and, as a parish church community, we continue to explore new ways in which we can better explore and share our faith with those whom we serve in the name of the Father, the Son and the Holy Spirit.

For more than 30 years now, we have pioneered the work of Christian healing and, as well as being home to the internationally respected *St Marylebone Healing and Counselling Centre*, which continues to offer low-cost analytical psychotherapy and spiritual direction, the Crypt at St Marylebone also houses an innovative NHS doctor's surgery - the *Marylebone Health Centre*. Our work is enhanced by maintaining close and active links with some of medicine's

Royal Colleges and through our provision of chaplaincy by the rector to *The London Clinic* and *King Edward VII's Hospital*.

St Marylebone is very fortunate in having a flourishing Young Church which complements our two schools: *The St Marylebone Church of England School*, an Outstanding Academy, National Teaching School and Maths Hub, and *The St Marylebone Church of England Bridge School*, a Free Special School working with secondary school age students who have speech, language and communication difficulties. Alongside our two schools we work closely with the *Royal Academy of Music* and the *University of Westminster*, providing chaplaincy to the *University of Westminster*.

As a parish church in the Diocese of London, we share a vision of a Church for this great world city that is Christ-centred and outward looking. By God's grace we seek to be more confident in speaking and living the Gospel of Jesus Christ, more compassionate in serving others with the love of God the Father and more creative in reaching new people and places in the power of the Spirit.

Mission and outreach continues to be at the heart of St Marylebone's life as an outworking from our primary calling to be a worshipping community. Building on the work of the Healing and Counselling Centre and the Marylebone NHS health Centre, we continue to provide opportunities for our congregation and newcomers to find welcome and safe space in which they can reflect, pray and grow.

5.1 Open Door continues to develop, initiated by Fr Edward from our former *Dementia Café*, the meeting continues to be run by Jackie Kesses and James Christie Brown and, from September 2017, Ross Marshall, our new Pastoral Assistant. The often 20-strong group of congregation members, NHS surgery patients and passers-by features a joyful combination of Bible reading, group discussion over afternoon tea, fellowship, prayer and hymn singing. The happy and growing gathering continues to flourish in a warm and caring atmosphere fostered by Jackie and James and now Ross.

5.2 Music for the Moment also continues to grow, with members of *Open Door* and the congregation often attending alongside people referred by Westminster Arts and the Westminster Dementia Advisory Service. Aimed at welcoming those living with dementia and their families and carers, all are welcome. Royal Academy of Music students (via the Open Academy) offer world-class live music and a Q&A on what they have performed; students from The St Marylebone CE School serve afternoon tea and welcome the audience. It is a wonderful collaboration and continues to meet an ever-increasing need. Recent concerts have drawn more than 100 people and the Wigmore Hall now offers a concert once every three months in a similar vein.

5.3 West London Mission and the Marylebone Project (Church Army)

Our links with them continue to grow. Our Harvest Eucharists at the parish church and school gathered vast numbers of items for donation to the Marylebone Project again in the autumn. Links between the parish church, schools and these two charities, including guest preacher visits at Sunday Eucharists help to maintain our connections through worship.

5.4 Food for Thought

Our Bible study group met more infrequently in 2017 and has now been brought to a close. Fr Edward is looking at ways in which this informal house group style gathering can continue.

5.5 Carol Services

The number of requests from national charities, universities, schools and other organisations to hold Carol **Services** in the parish church continues to grow. These services place huge additional burdens on clergy, the parish office and Buildings' team as well our Director of Music, Assistant Director of Music, Organ Scholar and Parish Church Choir.

The annual Lords' Taverners' service was recorded and broadcast by *ClassicFM*.

5.6 The St Marylebone CE School

A new altar to commemorate the School's 225th anniversary in 2016 arrived in 2017 made by Luke Hughes, a leading firm of furniture designers and makers. It was dedicated by the Rt Revd Stephen Platten at a School Eucharist and dedicated to the memory of the late Marjorie "Joie" Macaulay. Results and performance indicators all suggest that the School continues to sit at the top of National and London-wide tables. This feat is all the more remarkable given the fact that new marking systems and new subject curriculums are now in place nationally. The School remains heavily over-subscribed. Ross Marshall has replaced James Christie Brown in supporting Fr Edward in his chaplaincy duties at the School. Financially the School is under enormous pressure and is seeking ways of addressing an ongoing deficit budget. In 2017 the intake of students into Year 7 was increased by 18 and a new House, Lovelace, was inaugurated. Tribute must be paid to Jo Sumpter and the other governors who are drawn from the parish church congregation for the extraordinary amount of time they spend in ensuring that the School remains a World Class School.

5.7 The St Marylebone CE Bridge School

A decision was made by governors in 2017 not to expand the School to 84 pupils by taking pupils into years 12 and 13. It was felt that students attending Special Schools needed much more specialist engagement in the Sixth Form than we were able to provide. The search for suitable permanent premises continues. Fr Edward continues to do much to build, maintain and strengthen the Church of England ethos at the Bridge School, and it is always heartening to see groups of students visiting the parish church from the school's present premises in Queen's Park.

Both schools value their growing links with the other schools of the **Woodard Corporation**.

5.8 Methodist Covenant

During Lent a joint course of reflection and study *Living our Faith* was held here at the parish church. In May, Aldersgate Sunday was observed with a joint service in the Old Church Memorial Garden together with a pulpit swap. The ministers of both congregations meet regularly for lunch.

5.9 **The Parish Church** hosted graduation and commencement ceremonies for The Royal Academy of Music, Regent's University, The University of Westminster Business School, The University of the West of Scotland complete with pipers) and a number of schools.

The **Parish Church** hosted a stall at the Marylebone Summer Fayre and at the switching on of the Marylebone Christmas Lights.

The Rector continues to play a leading role in the development of the **Marylebone Neighbourhood Forum** and the **Parish Church**, once again, hosted the Forum's AGM. It is also good to be part of the **Marylebone Consortium** hosted by the Marylebone Hotel.

The Parish Church continues to build links with the Baker Street Quarter (Business Improvement District) West One (Business Improvement District) and to play its part as a member of the **Marylebone High Street Ward Police Panel**.

In 2017 it was good to host the annual **Archidiaconal Visitation Court** at which Churchwardens are sworn in, **Deanery Synod** and **Deanery Chapter** meetings at St Marylebone.

5.10 St Marylebone *Changing Lives*

This has dominated the work of the parish church throughout 2017. Following the Round One 'Pass' St Marylebone was awarded £0.7m to complete a Development Year as part of a five year £3.6m funding package by the Heritage Lottery Fund (HLF) as part of an £8.6m proposal to extend and reorder its Crypt to become a community hub which will tell the story St Marylebone "the great city north of Oxford Street" and carry out major structural repairs and conservation our Grade I-listed 200 year-old building. The Development funding has enabled us to help fund progressing our plans before a Round Two submission in June 2018. The Development Phase has seen the PCC appoint Ginny Walton as the Activity Coordinator and Penny Jonas as the Development Director. In addition, the following have been engaged on a contracted/self-employed basis: Activities Coordinator: Ginny Walton; Project Directors: Focus Consulting (Ellie Clarke, Florence Andrews); Multidisciplinary Design Team: Caroe Architecture Architects (Oliver Caroe, Touseer Ahmed, Mark Hammond (Project Lead)); Construction Design Management: Philip Waller Consulting; Furniture & Fittings Design and Manufacture: Luke Hughes & Co; Urban Landscape Design: Robert Myers Associates; Construction Logistics and Constraints: Alan Baxter Associates; Mechanical & Electrical Services: CBG; Accessibility Consultants: IDACS; Fire Engineering: LWF; Building Control: OCULUS; Wayfinding, Signage & Exhibition Design: PLB; Acoustics: Lee Cunningham Partnership; Visitor Flow: Crowd Dynamics; Heritage Management Consultant:

Donald Insall Associates (Hannah Parham, Megan Hari, Frances Halahan); Quantity Surveyors: Huntly & Cartwright; Capital Project Manager: Focus Consulting (Mike Lee, Ellie Clarke, Florence Andrews); Activity & Evaluation Consultants: CCN (Katie Norgrove, Sophia Mirchandani, Alix Slater); Catering Consultant: Kendrick Hobbs (Mike Hobbs); Business Plan Consultant: DCA (David Clark, Lucy McCall, Julia Thomason, Susan Carter); Development Director (Fundraising): Penny Jonas; Grants, Trusts and Foundations Director: Peta McRedmond.

It is hoped that the *Changing Lives* project will: tell the fascinating urban, medical, artistic and literary story of St Marylebone "the great city north of Oxford Street; enhance the public realm by creating a new outdoor community gathering space for Marylebone; provide additional community, meeting, display and performance space; introduce a charity-led (Church Army Marylebone Project) community café which will provide hospitality to some of the 250,000 people who visit every year as well as helping vulnerable women back into skilled employment; enable fully-accessible access to our monumental Grade I-listed parish church; conserve and consolidate the parish church's historic fabric for future generations.

An Advisory Panel has also been recruited: The Revd Canon Dr Stephen Evans, Rector; Dr Stuart Page, Operations' Director; Ginny Walton, Activity Coordinator; Penny Jonas, Development Director; Florence Andrews, Project Director, Focus; Mike Lee' Capital Project Director, Focus; Mark Hammond, Architect, Caroe Architecture, Design Team Leader; Mr Wyndham Lloyd-Davies, FRCS, Deputy Church Warden; Dr David Haynes, Academic Archivist; Andrew Hine, Solicitor, Tom Alexander, Architect; Jenny Hancock, Creative Director, Howard de Walden Estate Company; Colin Dix Hotelier/Hospitality Consultant; John Bornholt, Business Representative; Diana Evans, member of the congregation; Margaret Pollock, Community Entrepreneur.

This project will see the Crypt of St Marylebone made fit for the 21st century and also enable much-need building conservation and consolidation works to be undertaken. It is hoped that the project will be completed by the end of 2021.

5.11 The Crypt Art Exhibitions continued in the Crypt Hall throughout 2017 with several excellent exhibitions during the year. These exhibitions are undertaken in association with Contemporary British Painting (www.contemporarybritishpainting.com).

5.12 The Website continues to be well received and receives a high number of daily hits and is updated at least weekly. Historic information as well as sermons and a gallery of changing pictures all add to the site's attractiveness. It is a significant tool in reaching out to people and is supplemented by the weekly eNewsletter **Portico** which is now emailed to more than 300 people. During 2017, we continued our forays into Social Media via Facebook and participated in the Church of England's **A Christmas Near You** online advertising initiative throughout Advent.

5.13 Church Lettings & Room Hire

The list of organisations, charities and universities using the parish church for Christmas Carol Services, concerts and commercial hiring continues to grow. The parish church is an important part of the local community and hirings bring in much-needed income.

5.14 Pastoral Assistant

James Christie Brown who joined our team in November 2015 left in May 2017 to be ordained Deacon by the Bishop of St Albans and to serve his Title at St John's, Harpenden. In September he was replaced by Ross Marshall, a former Baptist Minister exploring a vocation to the Anglican Priesthood. The Pastoral Assistant continues to work along Jane Gray with Young Church and Junior Choir, to assist the Finance Office, Chaplain, to preach and the serve at the 8.30 am Holy Communion.

5.15 The St Marylebone Festival

The Festival was reprised before enthusiastic audiences in 2017 with great style and panache. The week of outstanding music, film and performance is proving an ideal way of reaching new audiences and telling the fascinating story of St Marylebone "that great city north of Oxford Street". Gavin Roberts and Elizabeth Queenan are to be commended for their efforts in making the festival such a success.

5.16 Hospital & Healthcare Chaplaincy

The Rector continues to provide on-call chaplaincy services to **King Edward VII's Hospital, The London Clinic** and the **Princess Grace Hospital**. The Rector is also a member of the **Research Governance and Ethics Committee** of **The London Clinic** and a Trustee of **The Guild of Health and St Raphael**.

5.17 Other Community Engagement

The Rector continues to play a leading role in the development of the **Marylebone Neighbourhood Forum**, serving as a Company Member and Director; he continues to serve as a member of the **Marylebone High Street Ward Police Panel**, is Trustee and Vice-Chairman, **The St. Marylebone CE School** and **The St Marylebone CE Bridge School**, Trustee of **The St. Marylebone Educational Foundation**, a Corporate Fellow of **The Woodard Corporation**, a Member of the **External Advisory Group** of **Contemporary British Painting**; is President of **The Browning Society**; Patron of **The Kurdish Aid Foundation** and is a Member of **The Church Commissioners for England's Mission and Pastoral Committee**.

In 2017 the Rector was awarded in recognition "for his years of distinguished public service" an Honorary Doctorate by the University of Aberdeen.

6.0 Schools and University Chaplaincy

6.1 Chaplaincy to The St Marylebone CE School – Highlights

The Chaplaincy to The St Marylebone CE School continues to grow. In January, we held our annual School Confirmation, celebrated by our School Provost, Bishop Robert Ladds, SSC. The service was attended by the whole school, including governors, families and guests. Two year seven students were baptised and confirmed; five year seven students, four year eight students, and one year twelve student were confirmed and one year seven student was received into the Church of England. This was the largest Confirmation Class in recent years, which again led to new members of Fr Edward's ever-growing Chapel Team. Now with over twenty members across the School, Fr Edward introduced a new programme for Sacristans. Here, six students could become senior chapel students, who sign a pledge to the School, Chaplain and Head Teacher to promote worship, and take on more responsibility to plan services, provide feedback, lead the prayers, serve at the altar, and help facilitate the worship life of the school. They also presented on worship to the Governors' Plenary in the spring, and are already demonstrating promising signs of leadership. As of October, our new Confirmation Class had five candidates for Baptism and Confirmation across the lower school. Students in the Chapel Team, Chapel Choir and in all subjects and departments, especially Performing Arts, have contributed brilliantly across all our assemblies and Eucharists this year. From wonderful Eucharists marking key moments such as Ash Wednesday, Easter, Harvest, Remembrance and Advent, through special events such as Founders Day and Prize-Giving, to a beautiful Lessons and Carols service at the end of the year; we are continually grateful to and in awe of our students' and teachers' efforts and achievements.

Fr Edward continues in his pastoral role, assisted by James Christie Brown (until July 2017) and then by Ross Marshall (from September 2017); both have had particular involvement with worship life at Blandford Street. The whole school's worship programme of weekly Monday assemblies, daily Thought for the Day broadcasts, monthly Eucharists, and also new, termly worship services at Blandford Hall, provides a clear and prayerful space for students and staff to engage in worship, which nourishes and collaborates with wider school life. Weekly staff and student faith, prayer and discussion groups such as *Faith-Ful Fridays*, as well as James' and Ross' contributions to *Think Tank* teaching in the Sixth Form, along with Fr Edward's teaching in the RS department, particularly at conferences and seminars, enables links between Parish and School to grow, and for Worship to become more prominent in the School's life.

Fr Edward has continued working to develop the chaplaincy. Fr Edward ran a whole school worship survey again in the summer, to gain all students' and teachers' views on worship and Christian ethos, which was then used to plan worship for the next academic year, including new themes of the week and a more integrated worship calendar. Fr Edward thus continues to work closely with the Head Teacher, and with the SLT and teachers responsible for SMSC across the school, to implement worship in fresh ways which provides support to

other subjects and areas of school life, including SMSC and pastoral care. Fr Edward continues to serve on the Westminster SACRE, and from this connection has developed INSET training on worship this year for other Church Schools in the Deanery, so to develop links with other schools and generate new training resources in worship. Finally, our Chapel Choir and Chapel Team New York Tour is planned for summer 2018. In Activities Week in July 2018, thirty students and three staff will travel to New York, to sing and learn about worship at St Thomas, Fifth Avenue, The Cathedral of St John the Divine, and then travel to Newport, Rhode Island, to stay with The Newport Choir School, who will visit us in August 2018. We hope this will be the beginning of a long and fruitful relationship.

Fr Edward would also especially like to thank James for all of his support over the past two years, as James left in July to begin his curacy at St John's Harpenden. We are extremely thankful for James for his service, and to Ross as he already begins to assume more responsibilities in the Parish and Chaplaincy.

6.2 Chaplaincy to The St Marylebone CE Bridge School – Highlights

Life at The Bridge continues to flourish. As the School grows so does the chaplaincy. Following our "Outstanding" SIAMS inspection last year, further growth has been inspired and required in the school's worship programme. Fr Edward visits the school every week (officially, it is only a 1/2 day per week allocation, but timing has needed to be flexible, given the demands of the role). Fr Edward provides a pastoral role to staff and students, and oversees the worship programme, particularly collaborating with speech and language therapists to develop assemblies, liturgies and a programme which is accessible to the whole community. Music teachers now help to provide music for services and assemblies. Fr Edward continues to lead assemblies, and also facilitate a daily act of collective worship named *Afternoon Reflection*, providing meditation on the theme of the week, and a near silence across the whole school at the end of each day. With the assistance of the Sacristans, student planning and leadership in worship has now been developed further, where Sacristans supervise a new worship committee of SMBS students, who help plan and lead Eucharists with Fr Edward; leading prayers, readings, serving at the altar and learning about liturgy and worship. Sacristans also provide peer-mentoring in the classroom, and it is providing a wonderful way to connect students and staff across SMS and SMBS. Fr Edward also continues to assist with RS teaching, organises regular visits to the church for students of all year groups each term. And there are further plans to develop worship and SMSC also being explored for the new year.

6.3 Chaplaincy to The University of Westminster - Highlights

Chaplaincy at The University of Westminster has continued to grow this year. Fr Edward, alongside James and then Ross, together provide one day per week to the University, where they work alongside the Lead Interfaith Adviser and Assistant Faith Advisor in providing pastoral care for staff and students across all the University campuses, advising on matters of faith and co-ordinating specific events throughout the academic year.

Fr Edward worked closely with the Choral Society and VC's office again to organise the annual Carol Service in December, with ever growing numbers attending and increased support from Alumni Relations. Fr Edward continues to connect with students and staff through such events, including the Remembrance Day service in November, as well as the Business School Graduation Ceremony, which, this year featured a double Business School and Social Sciences Graduate School ceremony held in the Parish Church for the first time in March. The graduations were a success, and plans are in place for a repeat ceremony next year.

Fr Edward has been assisted by James Christie Brown, who served as one of the Faith Advisors and provided an immense support to Fr Edward across the campuses. Ross took over in September, and was a great help in helping the Assistant Faith Advisor to coordinate a Christmas lunch again on the Harrow campus feeding over fifty international students who remained on campus for the Christmas period.

Fr Edward would again like to thank James for all of his ministry in the chaplaincy this year, which has been an incredible support to Fr Edward personally and to the wider University, School and the Parish Church. We warmly welcome Ross Marshall to the team. Further developments for the new year include helping support Christian students on the different campuses, and providing more resources and worship and networking opportunities for them. One of the projects in progress here, is a podcast programme broadcast on the university's radio station, in collaboration with the digital media and radio teaching department, to promote faith and spirituality across the university, and help engage and support staff and students.

6.4 A Thank You from Fr Edward

As of September 2017, it has been confirmed that the 2017 - 2018 academic year shall be my final year at St Marylebone. By the time I leave in July 2018, it will have been five years since I took up my post as Assistant Curate and Chaplain. In July, Devon and I will be moving to Fort Worth, Texas, where I shall be serving as Middle School and Upper School Chaplain at All Saints' Episcopal School, and Devon will be completing her PhD by distance at King's College, London, and developing her teaching and research in theology and the arts, as she moves into a post-doctoral position.

I would like to take this opportunity to thank The Rector, PCC, Church Wardens, and the congregation and chaplaincies I have had the honour of serving for and with for these past five years. They have been busy years, with multiple chaplaincies, as well as a parish role, all of which seem to be growing and always making new demands and requiring more energy and creativity. However, such energy and creativity is what has made this place such a fascinating place to serve and learn from.

I have learned a great deal from my time at St Marylebone, and there are too many people, places and experiences to remember and account for in this short space. So, as words are things I usually tend to use a lot of, I thought it best to keep this brief and to the point. This

is simply to say thank you to every person who I have served alongside, for the opportunities and for the blessings. And, given my future role in school chaplaincy, I must say a special thank you to the Head Teacher, teachers, whole staff, governing body, and most importantly, the students of The St Marylebone CE Schools. I always believed working with young people was vital, to serve and even learn from them. And I so thought I could come here and learn more how to be a chaplain. But instead, you've helped me become more of a disciple. Thank you.

7.0 Young Church & Junior Choir

7.1 Young Church Report

Young Church is overseen by Jane Gray assisted by a group of dedicated parents who supervise the children and help with teaching. James Christie Brown left in June, he was replaced by Ross Marshall in September. Alla Murphy is Safeguarding Officer and Adé Adigun is Children's Champion. Safeguarding within Young Church remains a priority. 16 Children were confirmed in May.

The number of children attending church on Sundays has grown substantially over the year and is now on average 90 children a week. At the 11am Choral Eucharist children and young people worship with the congregation until before the first lesson and re-join at the communion distribution. In 2017 Young Church continued to focus on activities and games as a way of learning. Year 6 and above have discussions alongside this. The service is relayed in the Browning Room, which is available for parents and under 4 year olds. During half term and school holidays there are activity sheets provided for children to complete in the church. Children actively participate in worship as members of the Youth Choir and Servers Team.

Young Church now has regular annual picnics during the summer and a Christmas party after the nativity. Young Church contributes to the services during the year, i.e. mothering Sunday, harvest and the nativity.

7.2 Junior Choir

The Junior Choir has had a varied and exciting year since the last report. Each time the choir performs, it performs a new piece, often alongside a familiar one, so that the children are always learning new pieces from the music at each rehearsal. Children in the Junior choir continue to enjoy working with Bertie Baigent as organ scholar in his second year in the post.

In September 2017, a significant change to the running of the Junior Choir took place, with rehearsals taking place immediately after the Sunday Choral Eucharist at 12.30 for 45 minutes, rather than on Friday afternoons. The first week of this was a special 'open day' style session with cakes and treats for children taking part. This attracted a large number of interested children who now form a larger corpus of children in the choir. This initiative has been a great success and I am sure it will contribute to the longevity of the choir and of its now healthy numbers. Since moving the rehearsal to church, it has been excellent to have the help and support of Ross Marshall helping out with the rehearsals which now take place in the choir stalls. The advantage of this system has been to make further strong links between the choir, music staff and young church, especially with Ross acting as a link.

The year ended with the ever popular carol singing in Waitrose on the High Street, joined by many parents and siblings. The following Sunday saw the choir contribute musical items to the Young Church Nativity.

The Junior Choir is an important part of the church's musical mission, and fills an important gap in singing and music education that is often missing in primary schools. We are, as ever, grateful to the support of the clergy, parents, and Young Church and congregation.

7.3 Safeguarding

The Young Church continues to flourish. The parish church has adopted and continues to implement the guidelines set out in the Code of Safer Working Practice as advised by the Diocese of London including those for Safer Recruitment, DBS checks etc. The challenges of ensuring the safety of all worshippers at the church are demanding. There were no safeguarding issues during the year. One concern was raised which was passed to the Diocese for advice as to whether it was a safeguarding matter and if so, how best to action. The Diocese Safeguarding Team confirmed it was not a safeguarding matter but one for HR, and no further safeguarding action was taken.

8.0 The St Marylebone Healing & Counselling Centre

The day to day work of the Centre has continued smoothly over the year.

The year began with Revd Mark Godson acting as temporary director while the Revd Dr Andrew Walker took a three month sabbatical and we are very grateful for Mark's support. In February, Andrew resigned his position to take up the post of Vicar of St Mary, Bourne Street, returning to the Centre in April before leaving in May. In order to maintain some continuity, he remained as Acting Director until such time as a new Director was appointed and expressed the hope of retaining a connection with the Centre. The Revd Andrew Tyler was appointed to the role of Director of the Healing and Counselling Centre and Priest Pastor of St Marylebone in late September, with a view to taking up his position in early 2018.

Suzanne Hyde remains as Clinical Director, with Margaret Sykes as Administrator. In 2017 we welcomed Vincent Sheppard, Lucy Nuttall and Tracy Brown to the team of therapists, although Lucy unfortunately had to leave us in October. Ulrike Bain, one of our consultant psychiatrists, stepped down at the end of the year, but we hope she may be returning to work with us again in the future. We were also deeply saddened to hear of the death of Irene Hamilton in April. Irene had been a member of the team – as a therapist and then a spiritual director – since 2000 until her retirement at the end of 2016.

We have seen a substantial increase in applications this year. In the course of the year we received 79 applications for therapy (56 in 2016). Of these, 64 attended for an initial consultation. The total number of people receiving therapy in 2017 was 78 (59 in 2016). About a third of our current clients are clergy or members of clergy families.

We have retained our relationship with the Ministry Division of the Church of England. 28 candidates have been seen by our consultant psychiatrists this year. A pilot scheme offering

a free telephone consultation service for Diocesan Directors of Ordinands (DDOs) was run during the second half of the year. The take-up of this increased after Andrew Walker and Suzanne Hyde attended the DDO conference in October and there are plans to offer this service on a more permanent basis. Ministry Division will be paying for this service.

We continue to undertake psychotherapeutic assessments for those preparing to go to ordination selection conferences from the Willesden, Two Cities and Edmonton Areas of the Diocese of London and the Diocese of Chelmsford. We now have a team of seven therapists undertaking this work. In the course of the year 79 reports were produced (43 for London and 36 for Chelmsford). 4 assessments took place for candidates referred from other Dioceses on a one-off basis. Since the DDO conference we have received a number of enquiries from other Dioceses who are interested in having us provide this service for them. It seems likely that we will be signing contracts with a number of others in 2018. It is, however, important that we remain aware of our capacity and ensure we continue to maintain our high standards. Suzanne will be looking to expand our team of assessors in the coming months.

We currently have four spiritual directors who regularly use our rooms, with a few more on a more irregular basis. We rented rooms for 110 hours in the course of the year.

We began 2017 with a break-even budget to which the PCC were anticipating a contribution of £25,101, due to the withdrawal of funding from the Guild of Health. This was achieved with a lower than expected contribution from the PCC of £20,944.

A smaller number of events took place this year. "Seminar Suppers" were held in February, June and November, but attendance was disappointing. The Retreat in Daily Life recommenced in September, but in a different form, due again to a very low take-up. This will continue until June 2018.

Part way through the year we produced a new publicity leaflet, which reflects the colours and style of our website and lists all our services together. A generous grant from the Aubrey Orchard Lisle Trust means that the Centre has acquired a splendid new carpet, a new table in the corridor and has been able to replace cushions, lampshades and clocks. We are also grateful for the coat of paint in the summer which, with these other improvements, has made the Centre so much brighter and more welcoming.

9.0 The St Marylebone Church of England School

The St Marylebone Church of England School's year in 2016/17 was dynamic, challenging and gave good cause for celebration of achievement.

St Marylebone CE School has recently been named a “World Class School”. To give some context to this, included is a paragraph from their website:

“Many secondary schools in England already judged 'outstanding' by Ofsted have moved beyond this judgement. They have improved student progress, aspiration and achievement to such an extent that their standards rival those of the best schools internationally.

These schools need recognition. Parents want to know which secondary schools in the country are exceptional; universities want to know which schools are most successful at preparing students to excel in higher education; businesses want to know which schools are developing the brightest potential employees. The **World Class Schools Quality Mark** will provide parents, universities and businesses with what they want to know, and enhance England's internationally esteemed reputation for secondary education”.

The School worked with the Local Authority to secure support for it to increase its intake in Year 7 by 18 students a year, starting in September 2017. Over five years, this will bring an additional 90 students into St Marylebone, from Years 7 through 11, creating much-needed additional secondary school places in the borough. This addition of students will lead to more effective timetabling, better deployment of staff and increased income. The 168 pupils will now be split across 6 form groups, leading to smaller class sizes of 28 pupils. The Local Authority also committed some funding towards works to the premises to accommodate the increased intake.

Teachers at the School have embraced the new specifications at GCSE and A-Level with characteristic devotion to their subject and a sense of can-do. In 2016-17, Year 11 students were in the second year of studying for the new Mathematics, English Language and English Literature GCSE courses. New GCSE courses in almost all other subjects were simultaneously being implemented in Year 10. The new GCSEs have an associated new grading and assessment system, one for which sample papers are rare, exemplar answers non-existent and specimen mark schemes hypothetical rather than tried and tested. As such, the Academy put its energy into high quality teaching, discerning collaboration and commitment of staff to serve students as best as possible and not get distracted by trying to second-guess grade boundaries or convey their own uncertainty to students. The same can be said of the new A-Level courses, in which the coursework elements have, in many subjects all but gone. Across the Academy therefore, the long- and short-term challenge has been how to sustain a love of learning while preparing students for as-yet-unfamiliar examination experiences. As the examination outcomes presented below suggest, we are getting it right to a great extent and we are seeking ways to sustain excellence and achieve better results where improvement is required.

9.1 Examination Results

2016-2017 was another very successful year at St Marylebone. Our significant highlights include:

- 91.3% of pupils achieved 5+ GCSE A*-C grades (or equivalent).
- 86.6% of pupils achieved 5+ GCSE A*-C grades (or equivalent) including English and Maths.
- 94.6% Level 4 or above in GCSE English Language.
- 93.3% Level 4 or above in GCSE English Literature.
- 86.6% Level 4 or above in GCSE Maths.
- 94.3% A*-C in GCSE Science.
- 41.8% of all GCSE grades achieved were A*/A grades (or equivalent).

The gap in attainment between Pupil Premium and Non-Pupil Premium students was 12% based on pupils achieving 5+ GCSE A*-C grades (or equivalent) including English and Maths.

Attainment and progress remains significantly above the national average: Progress 8 score at 0.52 and Attainment 8 at 6.12.

At A-Level: 85.9% achieved A*-C grades, 64.2% achieved A*-B grades; 28.1% achieved A*/A grades.

These results demonstrate that, as an academy, we continue to stretch our high achievers, and make significant progress with students of all abilities and backgrounds.

Maintaining this level of achievement year on year requires the consistent and persistent focused dedication of all staff within a school, and a commitment to every child to ensure the best possible outcome. All our staff give generously of their time and effort to make sure that this happens.

A2 level examination results were impressive with 85.9% achieving A*-C, 64.2% achieving A*-B grades and 28.1% of all entries achieving the highest A*-A grades.

It is important that this does not detract from all the achievements this year not measured by statistics: 345 students partaking in musical performances, 120 pupils completing the Year 9 Independent Project with a triumphant Performing Arts Festival inspired by Shakespeare, 36 students completing their Gold Duke of Edinburgh award, 390 students involved in STEM activities, Performing Arts Week, Poetry Week, Grimm Tales production, Feminist Society, Apps for Good competition, Edinburgh Festival performance and a huge range of charity and fundraising events. All these activities and much, much more make St Marylebone the outstanding, creative and nurturing community it is. It must be remembered that excellent exam results are but one part of this academy.

The Teaching School matured into the “established phase”, with a cleaner, more focused CPD and School-to-School offer. Now with an enlarged team of SLEs (Specialist Leaders in Education) and a strong reputation for delivering worthwhile courses and school-to-school support, the Teaching School is an area of school life which enriches the CPD of many staff.

The Maths Hub continued to grow, and attract visitors keen to see “the Shanghai method” adapted to the UK classroom. Maths Hub leaders were asked to present at a range of national forums. The Tri-Borough also engaged Teaching School staff in a number of local workshops and in-school projects, and the Headteacher made a successful application to become a National Leader of Education (NLE).

The Science Department have been awarded a Gold Science Mark, a quality standard designed to recognize and celebrate inspiring practice in secondary science departments across the UK.

Our congregation remains well represented on the Governing Body, with 7 of the 23 places being filled by members of our church: The Rector, Jo Sumpter, Adé Adigun, Alla Murphy, Clare Alexander, Helen Fospero and Robert Norton.

10.0 The St Marylebone Church of England Bridge School

The Bridge School, the United Kingdom’s only Church Special School, continues to build on its achievements while refining and developing its knowledge and expertise as it seeks to support the increased range and complexity of its pupils. The hard work and dedication of the staff enable the school to achieve a high level of engagement and progress for its pupils.

The close link with St Marylebone CE School enables the Academy’s students to benefit from the mainstream School’s specialism in SEN and its proven commitment to outstanding, effective and inclusive educational provision supported by integrated care and outstanding teaching and learning.

The academic year 2016/2017 was the fourth year of operation for the School with pupils in Years 7, 8, 9 and 10. A new temporary building was installed over the summer to accommodate the new Year 11 cohort. This means that the school now has specialist science and food technology rooms in addition to three new classrooms and extra break out space. For the first time a number of pupils took a batch of formal qualifications and all who did so achieved a range of qualifications in Maths and ICT. They have now begun to study towards additional qualifications that they will achieve at the end of their time in school.

Permanent premises are still being sought.

11.0 Staff and Volunteers

Under the continuing stewardship of the Revd Canon Dr Stephen Evans, the regular staffing compliment of St Marylebone Parish Church has consolidated during 2017, with the addition of new appointments occurring mainly because of the *Changing Lives* project. Dr Stuart Page continues as Operations’ Director and is now responsible for the delivery of the St Marylebone *Changing Lives* project. Elena Mocanu remains as Buildings’ Manager with Dominykas Samsonas continuing as Assistant Buildings Manager. Joe Howard and Sylvia Valdes remain as Buildings Assistant and Church Cleaner, respectively.

The Revd Edward Thornley continues to fill the roles of Assistant Curate and also Co-ordinating Chaplain for Christian Chaplaincy at the University of Westminster, The St Marylebone CE School and The St Marylebone CE Bridge School. Pastoral Assistant, James Christie Brown left us on 4th June 2017 to become Assistant Curate at St John's, Harpenden. Ross Marshall took over as Pastoral Assistant on 1st September 2017 and also carried on the role of James in performing administrative support to the Finance Office and Parish Office. Jane Gray continues as HR Officer and Pastoral Assistant (Young Church and Families) and Juliana Bica remains as Finance Officer. Cherish Smith began a second period of maternity leave, from her role as Parish Administrator and Rector's PA, on 10th October 2016 and decided not to return after the birth of her second child. Elizabeth Queenan stepped into the breach again covering Cherish's second period of maternity leave throughout 2017. Gavin Roberts remains as Director of Music, with Thomas Allery as Assistant Director of Music. Bertie Baigent continues as Organ Scholar.

The Revd Dr Andrew Walker left as Director of the Healing and Counselling Centre in May 2017 to take up his new post as Vicar of St Mary's, Bourne Street. Margaret Sykes continues as Administrator. Suzanne Hyde, who took over as Clinical Director in September 2016, remained in post throughout 2017.

The most significant change to the staff compliment at St Marylebone has been the addition of the new and exciting roles brought about by the *Changing Lives* project. The first of those roles was filled by Ginny Walton as the Project and Activity Coordinator, responsible for developing the heritage related activity programme specified in the HLF funding application. Ginny joined us on the 3rd April 2017. Also, as part of the *Changing Lives* project, we welcome the two members of our fundraising team, Penny Jonas as Development Director and Peta McRedmond as Trusts and Foundations Manager, who joined on 4th September and 18th September, respectively.

We thank them all for their continued hard work and professionalism throughout the year.

In addition to the staff above, the parish church relies on a dedicated corps of volunteers connected with every aspect of our affairs. These include Vergers, Sidesmen, flower arrangers, crucifers and servers, visiting preachers, coffee servers, Young Church Leaders and Helpers, Junior Choir Leaders and Helpers, lesson readers and intercessors, in addition to our Church Wardens, PCC officers and members. We also thank them for all their support and dedication.

12.0 Risk Management

Risk Assessments have been produced for all activity areas within St Marylebone Parish Church with regular events, run by the church, covered by an assessment document specific to each activity. Where events are organised by third parties, they are provided with the generic St Marylebone Parish Church Risk Assessment and a risk assessment specific to the area of the church they will be using. The third party (or event organiser) is then legally obliged to produce a risk assessment of their own activity, in the parish church environment.

The PCC's policy on any area of risk assessment should be read in conjunction with the St Marylebone Parish Church Health and Safety Policy, which, under section 3, 'Procedures and Arrangements' classifies risk under the area headings of:

- Accidents/First Aid – Reporting, Recording and Investigation.
- Evacuation Procedure – Fire and Terrorist Threat
- Fire Procedure
- Electrical Safety
- Gas Equipment Safety
- Hazardous Substances
- Slips, Trips and Falls
- Lighting
- Food Preparation
- Manual Handling
- Display Screen Equipment
- Hazardous Buildings – Asbestos
- Safeguarding, Child Protection and Vulnerable Adults
- Contractors
- Any activity or shared use of the church premises must be managed in accordance with this policy.

Fire Procedure is dealt with in detail in the St Marylebone Parish Church Fire, Terrorist and Evacuation Plan. Additional and detailed risk management documents produced by specialist companies in each relevant field, inform the ongoing Risk Management Strategy of St Marylebone Parish Church. Those documents are as follows:

- The Fire Risk Assessment – produced by produced by M A Sharman and Associates
- The Asbestos Management Plan – produced by Cook Denning Management Ltd
- The Legionella Risk Assessment produced by SMS Environmental Ltd
- Electrical Installation Safety Certificates issued by The Baldwin Electric Company
- Gas Safety Certification, issued by Austin (Heating and Air Conditioning) Ltd

13.0 Update and Future Events

13.1 Chaplain

It will be a huge sadness for many people to bid farewell to Fr Edward in the summer of 2018. It is good to be able to report that Fr Jack Noble has been appointed to succeed him and it is hoped that Fr Jack will be able to begin work in late July/early August. Fr Edward has had a truly remarkable ministry in both the parish and in our Schools and will be a very hard act to follow. Fr Edward's final Sunday at St Marylebone will be Sunday 1st July, 2018.

13.2 Parish Administrator and Rector's Personal Assistant

Cherish Smith resigned in October 2017 after a second period of maternity leave and has now been replaced by Claire Pinney, an experienced parish administrator. A huge debt of gratitude is owed to Elizabeth Queenan for covering both periods of Cherish's absence from work and the extended period occasioned by a far from straightforward search for a successor.

13.3 Director of the St Marylebone Healing and Counselling centre and Priest Pastor of St Marylebone

During 2017 we bid farewell to the Revd Dr Andrew Walker who left St Marylebone to take up his appointment as Vicar of St Mary's Bourne Street. In February 2018 we welcomed the Revd Andrew Tyler as his full-time replacement.

13.4 Pastoral Assistant

Ross Marshall who replaced James Christie Brown in September 2017 will attend a Bishop's Advisory Panel Selection Conference in the late spring of 2018. Ross will complete his time with us in July 2018 and efforts are already underway to find a successor.

13.5 The General Data Protection Regulation (GDPR)

This statutory legislation comes into force on 25th May, 2018, the primary purpose of which is to protect individuals against the possible misuse of any information about them held by others. In order to comply with the legislation, St Marylebone Parish Church is obliged to abide by the data protection principles embodied in the Act and must get your consent to process any personal data that is held on you.

Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be by the information alone or in conjunction with any other information. The processing of personal data is governed by [*the Data Protection Bill/Act 2017 the General Data Protection Regulation 2016/679 (the “GDPR” and other legislation relating to personal data and rights such as the Human Rights Act 1998]*].

In order to continue to get your copy of Portico and other relevant information due as a member of the congregation of St Marylebone Parish church, it is important that you complete the consent forms as soon as they are available and return them to the parish church.

13.6 2018 will be another busy year for St Marylebone with a strong focus of submitting the *Changing Lives* Round Two bid to the *Heritage Lottery Fund*. Further work will be needed on fundraising to ensure that there are sufficient funds available to pay staff, maintain, improve and sustain the work of the parish as well as delivering the crypt extension and proposed new heritage activities.

13.7 Investigations are continuing into the state of the parish church's 1960s' roof. The roof was highlighted as a potential major problem in our Inspecting Architect Oliver Caroe's first Quinquennial Inspection Report of the fabric and fittings of parish church in 2016.

14.0 Financial Activities in the Year – Report of the PCC

14.1 Income and Expenditure

The accounts have been prepared in accordance with the Charities Act 2011 and Church Accounting Regulations 2006.

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total £
Incoming resources	1,053,503	91,721	60,866	1,206,090
Resources expended	1,091,110	176,825	-	1,267,935
	<hr/>	<hr/>	<hr/>	<hr/>
Surplus (deficit) for the year	(37,607)	(85,104)	60,866	(61,845)
Gain and (losses) in investments	-	-	315,114	315,114
	<hr/>	<hr/>	<hr/>	<hr/>
	(37,607)	(85,104)	375,980	253,269
Balance brought forward	339,098	86,125	4,050,991	4,476,214
	<hr/>	<hr/>	<hr/>	<hr/>
Funds at 31 December 2017	301,491	1,021	4,426,971	4,729,483
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

The accounts show a net deficit before investment gains of £61,845 (2016: surplus £197,207) on an income of £1,206,090 (2016: £1,034,974). Excluding the restricted income and expenditure, the church recorded a deficit of £37,607 (2016: £45,252 surplus). The restricted income and expenditure, as well as a portion of unrestricted expenditure, were associated among other items with the *Changing Lives* project and smaller-scale site work. These projects were funded by a combination of restricted and unrestricted donations and reserves. A detailed breakdown of income and expenditure is provided in Section 15.

Income

Reported income (including restricted income) was £171,116 higher than 2016.

Congregational giving declined relative to 2016. Donations by bank standing order and open plate decreased by £15,667, or 17% relative to 2016. This was offset by other categories of donations and grants.

Other income increased by a substantial £311,474 as the net result of various factors, most importantly increased licence and letting income.

Investment income from interest and dividends was £60,866 in the year, while gains on investment assets totalled £315,144.

Expenditure

Unrestricted expenditure increased by £390,487 to £1,091,110 in 2017. This was chiefly the result of direct and indirect costs related to the *Changing Lives* project, as well as the net result of movement in other areas of expenditure.

Restricted Income and expenditure

The net restricted expenditure of £176,825 for 2017 was higher in comparison with recent years, again as a result of the ramp-up of the *Changing Lives* project.

Investment powers, policy and performance

Under the terms of the endowment, the PCC has general powers of investment, subject to the provisions of the Trustee Act 2000. The investment policy of the charity is to maximise the rate of investment return, whilst employing a risk strategy that minimises any potential reduction in the capital value of the Fund. The Investment are to be held with the CCLA funds with the aim of maximising the returns that are available from the monies invested within these funds to ensure capital is preserved. During the year the income generated from these funds amounted £57,839 (2016 £57,802) representing a return of 1.7% (2016 1.9%) excluding capital gains. This is better than could have been achieved by retaining funds at the banks and building society due to current historically low interest rates.

Financial Risk

The main form of financial risk faced by the charity is that of volatility in equity markets and investment markets due to wider economic conditions, the attitude of the trustees to investment risk, and changes in sentiment concerning equities and within particular sectors or sub sectors.

Going Concern

The trustees of the PCC consider that there are no material uncertainties about the PCC's ability to continue as a going concern.

14.2 Reserves

As at 31 December 2017, the parish church has total reserves of £4,729,483 (2016: £4,476,214) of which unrestricted reserves amounted to £301,491 (2016: £339,098). The PCC's policy is to maintain its reserves at as high a level as possible to cover any future shortfall of revenue which might be caused by expenses increasing or contributions from donors reducing. The PCC aims to maintain unrestricted reserves representing at least 3 months of operating costs.

14.3 Common Fund

The Common Fund, payable to the Diocese, as well as payments for Locally Supported Ministers, decreased from £154,017 to £137,911.

Under the London Diocese's formula each PCC makes a contribution based on the number of stipendiary clergy paid by the diocese – in the case of St Marylebone the Rector, the Assistant Curate, and the Director of the Healing and Counselling Centre. Excluding the Assistant Curate and HCC Director elements, the underlying quota went up by £2,000 to £93,000, representing an increase of 2.2%.

The Diocese decided some years ago that the better off parishes (like St Marylebone) should pay both their full *gross* costs and a supplement, based on their historic income, to support the parishes in deprived areas that are unable to pay their own quota. In the year 2017, St Marylebone's supplement was 15% of the full costs.

14.4 Post balance sheet events

There have been no major items since 1st January to report.

Following the receipt of a grant from the Heritage Lottery Fund relating to the Changing Lives project, the PCC intends to invest a portion of its existing deposits while seeking donations to fund the balance.

14.5 Statement of Trustees' Responsibilities

The PCC has many other powers conferred upon it and vested in it (including those as successor to predecessor bodies). As with all Church of England PCCs, its objects have been found to meet the public benefit test under the Charities Act 2011. With particular reference to this annual report and accounts the PCC has various powers, duties, and liabilities with respect to the financial affairs of the church including the collection and administration of all moneys and the keeping of accounts, and is required to furnish to the APCM the audited accounts for the previous year ending 31 December, prepared on the accruals basis and in accordance with the Church Accounting Regulations 2006, applicable law, and UK generally accepted accounting practice, which give a true and fair view of the state of affairs of the parish and of the incoming resources and application of resources including the income and expenditure of the parish for this period. In carrying out its responsibilities the PCC is responsible for safeguarding the assets of the council and foreseeable steps for the prevention and detection of fraud and other irregularities, and in preparing the financial statements to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- comply with applicable accounting standards subject to any material departures required to give a true and fair view, as disclosed and explained in the financial statements; and

- prepare the financial statements on a going concern basis unless it is inappropriate to presume so.

The council is responsible in charity law for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the council and enable members to ensure that the financial statements comply with the Charities Act 2011 and Charity (accounts and Reports) Regulations 2008.

The Revd Canon Dr S J Evans, on behalf of the PCC
Approved by the PCC on 30 April 2018

15.0 Financial statements for the year ending 31 December 2017

15.1 Independent Auditor's report to the members of the PCC (the 'Trustees')

We have audited the financial statements of Parochial Church Council of St. Marylebone for the year ended 31 December 2017 on pages 36 to 49 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard applicable in UK and Republic of Ireland (FRS 102).

This report is made solely to the charity's trustees, as a body, in accordance with Section 144 of the Charities Act 2011 and regulations made under Section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of Trustees and Auditors

As explained more fully in the Statement of Trustees' Responsibilities set out on page 33 the Charity's Trustees are responsible for the preparation of the financial statements which give a true and fair view.

We have been appointed as auditors under Section 144 of the Charities Act 2011 and report in accordance with regulations made under s154 of that Act.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustees' Report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the Charity's affairs as at 31 December 2017 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with the Financial Reporting Standard applicable in UK and Republic of Ireland (FRS 102) ; and
- have been prepared in accordance with the requirements of the Charities Act 2011 and the Church Accounting Regulations 2006.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Trustees' Annual Report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Mr Mark Tullett (Senior Statutory Auditor)
for and on behalf of Civvals Limited
Chartered Accountants and Statutory Auditors
50 Seymour Street
London
W1H 7JG

15.2 Statement of Financial Activities for the year ended 31 December 2017

	Notes	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total 2017 £	Total 2016 £
INCOME AND ENDOWMENTS:	2					
Donations		231,800	91,721	-	323,521	460,423
Other Income		77,872	-	-	77,872	75,346
Other Activities		653,094	-	-	653,094	351,334
Investment Income		90,737	-	60,866	151,603	147,871
TOTAL INCOME		<u>1,053,503</u>	<u>91,721</u>	<u>60,866</u>	<u>1,206,090</u>	<u>1,034,974</u>
EXPENDITURE:						
Resources expended	3					
Crypt and Other Projects		67,854	176,825	-	244,679	11,690
Directly Relating to Church Activities		272,035	-	-	272,035	220,188
Fundraising & Publicity		3,958	-	-	3,958	4,510
Other Activities		146,795	-	-	146,795	111,923
Church Management & Administration	4	600,468	-	-	600,468	489,456
TOTAL EXPENDITURE		<u>1,091,110</u>	<u>176,825</u>	<u>-</u>	<u>1,267,935</u>	<u>837,767</u>
Net incoming resources before other gains & recognised losses	5	(37,607)	(85,104)	60,866	(61,845)	197,207
Gains and (Losses) on assets / investments:						
Realised	15	-	-	-	-	(1,139)
Unrealised	15	-	-	315,114	315,114	223,045
Net gains / (losses) on assets/ Investments		<u>-</u>	<u>-</u>	<u>315,114</u>	<u>315,114</u>	<u>221,906</u>
Net income/(expenditure) and Net Movement in Funds		(37,607)	(85,104)	375,980	253,269	419,113
Funds Balance Brought Forward		<u>339,098</u>	<u>86,126</u>	<u>4,050,991</u>	<u>4,476,214</u>	<u>4,057,101</u>
Funds Balance Carried Forward		<u>301,491</u>	<u>1,021</u>	<u>4,426,971</u>	<u>4,729,483</u>	<u>4,476,214</u>

The Statement of Financial Activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

15.3 Balance Sheet as at 31st December 2017

	Notes	2017		2016	
		£	£	£	£
FIXED ASSETS:					
Property	13		-		-
Heritage assets	14		-		-
Investments	15		3,425,815		3,110,701
			<u>3,425,815</u>		<u>3,110,701</u>
CURRENT ASSETS:					
Debtors	16	190,583		80,566	
Cash and Bank Balances		1,290,868		1,329,812	
		<u>1,481,451</u>		<u>1,410,378</u>	
CREDITORS: Amounts falling due within one year	17	177,783		44,865	
		<u>177,783</u>		<u>44,865</u>	
NET CURRENT ASSETS			1,303,668		1,365,513
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>4,729,483</u>		<u>4,476,214</u>
FUNDS:					
Unrestricted Income Funds					
Designated Funds:					
Building Fund			88,000		50,000
Donations Fund			30,000		30,000
General Fund			183,491		259,098
			<u>301,491</u>		<u>339,098</u>
Restricted Income Funds	18		1,021		86,125
Endowment Funds	20		4,426,971		4,050,991
			<u>4,729,483</u>		<u>4,476,214</u>

Approved by the Parochial Church Council of St. Marylebone on _____
and signed on its behalf by:

_____ The Revd Canon Dr S J Evans (Chairman)

_____ Mr T F Moore (Hon Treasurer)

15.4 Statement of cash flows for the year ended 31 December 2017

	2017	2016
	£	£
Net Income/(expenditure) for the year as per the SOFA	253,269	419,113
Adjustments for:		
Investment income	(151,603)	(147,872)
Loss/(profit) on sale of fixed asset investments	-	(1,139)
Gain on fair value adjustments on fixed asset investments	(315,114)	(223,045)
(Increase)/decrease in debtors	(110,017)	61,555
Increase/(decrease) in creditors	132,918	(63,404)
	<u> </u>	<u> </u>
Net cash provided by/(used in) operating activities	(190,547)	47,486
Cash flows from operating activities		
Net cash provided by/(used in) operating activities	(190,547)	47,486
Cash flows from investing activities		
Purchase of fixed asset investments	-	-
Proceeds from disposals of fixed asset investments	-	60,000
Rents received	90,737	81,021
Interest received	3,380	9,365
Dividends received	57,486	57,486
	<u> </u>	<u> </u>
Net cash provided by/(used in) investing activities	151,603	207,872
	<u> </u>	<u> </u>
Net cash provided by/(used in) financing activities	-	-
	<u> </u>	<u> </u>
Change in cash and cash equivalents during the reporting period	(38,944)	253,358
Cash and cash equivalents at the beginning of the reporting period	1,329,812	1,074,454
	<u> </u>	<u> </u>
Cash and cash equivalents at the end of the reporting period	1,209,868	1,329,812
	<u> </u>	<u> </u>
Analysis of cash and cash equivalents		
Cash at bank and in hand	1,209,868	1,329,812
	<u> </u>	<u> </u>
Total cash and cash equivalents	1,209,868	1,329,812
	<u> </u>	<u> </u>

1. ACCOUNTING POLICIES :

The principal accounting policies are summarised below. They have been applied consistently throughout the year and in the preceding year.

a) **Basis of preparation and assessment of going concern**

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Church Accounting Regulations 2006, the requirements of the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with Financial Reporting Standard applicable in UK and Republic of Ireland (SORP FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The PCC constitutes a public benefit entity as defined by FRS 102.

The presentation currency for the financial accounts is the pound Sterling (£)

The members of the PCC 'the trustees' consider that there are no material uncertainties about the PCC's ability to continue as a going concern.

b) **Fixed Asset Investments**

Equity investments are a form of basic financial instrument and are initially recognised at their transaction value and subsequently measured at their fair value as at the balance sheet date. The Statement of Financial Activities includes the net gains and losses arising on revaluation and disposals throughout the year.

The charity does not acquire put options, derivatives or other complex financial instruments.

The main form of financial risk faced by the charity is that of volatility in equity markets and investment markets due to wider economic conditions, the attitude of investors to investment risk, and changes in sentiment concerning equities and within particular sectors or sub sectors.

c) **Realised gains and losses**

All gains and losses are taken to the Statement of Financial Activities as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and their opening carrying value or their purchase value if acquired subsequent to the first day of the financial year. Unrealised gains and losses are calculated as the difference between the fair value at the year end and their carrying

value.

d) Current Assets

Amounts owing to the PCC at 31 December in respect of licence fees or other income are shown as debtors less provision for amounts that may prove uncollectible.

e) Fund Accounting

Unrestricted funds are available for use at the PCC's full discretion in meeting the objectives of the Charity. If parts of the unrestricted funds are earmarked at the discretion of the trustees for a particular purpose; they are designated as a separate fund. This designation has an administrative purpose only and does not legally restrict the trustees' discretion to apply the fund.

Restricted funds can only be applied for particular purposes within their objects. The restriction may apply to the use of income or capital or both.

Endowment fund is a form of restricted fund which the trustees are legally required to invest or to keep and use for the Charity's purposes. Endowment may be expendable or permanent.

Expendable endowment is an endowment fund where the trustees have the power to convert the property (i.e. land, buildings, investments or cash) into 'income'.

Permanent endowment is property of the charity (including land, buildings, cash or investments) that the trustees may not spend as if it were income.

f) Income Recognition

All income included in the Statement of Financial Activities, is recognised when the Charity has entitlement to the income, it is probable that the income will be received and the amount of the income receivable can be measured reliably.

The following specific policies are applied to particular categories of income:

- 1) Voluntary income is received by way of donations and gift aid and is included in full in the Statement of Financial Activities when receivable.
- 2) Investment, trading and rental income are accounted for when receivable.

g) Expenditure recognition

All expenditure is recognised on an accruals basis. The following specific policies are applied to particular categories of expenditure.

- 1) Costs directly attributable to the activities of the parish church include repairs and maintenance of the parish church's buildings.
- 2) All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource.
- 3) Grants are payable in furtherance of the Charity's objectives.
- 4) The diocesan Common Fund contribution is accounted for when paid.

h) Pension Costs

St Marylebone PCC (PB 2014) participates in the Pension Builder Scheme section of CWPF for lay staff. The Scheme is administered by the Church of England Pensions Board, which holds the assets of the schemes separately from those of the Employer and the other participating employers.

The Church Workers Pension Fund has a section known as the Defined Benefits Scheme, a deferred annuity section known as Pension Builder Classic and a cash balance section known as Pension Builder 2014.

Pension Builder Scheme

The Pension Builder Scheme of the Church Workers Pension Fund is made up of two sections, Pension Builder Classic and Pension Builder 2014, both of which are classed as defined benefit schemes.

Pension Builder Classic provides a pension for members for payment from retirement, accumulated from contributions paid and converted into a deferred annuity during employment based on terms set and reviewed by the Church of England Pensions Board from time to time. Bonuses may also be declared, depending upon the investment returns and other factors.

Pension Builder 2014 is a cash balance scheme that provides a lump sum that members use to provide benefits at retirement. Pension contributions are recorded in an account for each member. This account may have bonuses added by the Board before retirement. The bonuses depend on investment experience and other factors. There is no requirement for the Board to grant any bonuses. The account, plus any bonuses declared, is payable from members' Normal Pension Age.

There is no sub-division of assets between employers in each section of the Pension Builder Scheme.

The scheme is considered to be a multi-employer scheme as described in Section 28 of FRS 102. This is because it is not possible to attribute the Pension Builder Scheme's assets and liabilities to specific employers and that contributions are accounted for as if the Scheme were a defined contribution scheme. The pensions costs charged to the

SOFA in the year are contributions payable (2017: £12,288, 2016: £3,551).

A valuation of the scheme is carried out once every three years. The most recent scheme valuation completed was carried out as at 31 December 2013. This revealed, on the ongoing assumptions used, a surplus of £0.5m. There is no requirement for deficit payments at the current time.

Pension Builder 2014 will be valued in relation to the lump sum payable to members at normal pension age. There are no annual pension benefits. Pension Builder 2014 commenced in February 2014 so the first full valuation of that section will be carried out with reference to the next CWPF valuation date, 31 December 2016

i) Reserves for Future Capital Expenditure

The Charity Trustees are responsible for determining their policy with regards to reserves to meet future requirements.

2. INCOME AND ENDOWMENTS :

	Notes	Unrestricted Fund £	Restricted Fund £	Endowment Fund £	Total 2017 £	Total 2016 £
Donations						
Gift Aided Donations		30,580	-	-	30,580	35,915
Gift Aid Recovered		15,580	-	-	15,580	8,083
Collections		46,024	-	-	46,024	56,356
Other Donations		13,924	-	-	13,924	64,315
Counselling Donations		99,370	-	-	99,370	94,391
Grants, incl Guild of Health		26,322	91,721	-	118,043	201,363
		<u>231,800</u>	<u>91,721</u>	<u>-</u>	<u>323,521</u>	<u>460,423</u>
Other Income						
Sale of CD & Cards		3,899	-	-	3,899	1,306
Festival Revenue		9,052	-	-	9,052	5,078
Claims & Other Income		64,922	-	-	64,922	68,962
Licence Fees & Service Charges	7	479,958	-	-	479,958	196,039
Church Lettings		119,057	-	-	119,057	103,314
Car Park Lettings		44,478	-	-	44,478	44,781
Coffee Cart Licence Fee		9,600	-	-	9,600	7,200
		<u>730,966</u>	<u>-</u>	<u>-</u>	<u>730,966</u>	<u>426,680</u>
Investment Income						
Property Income	6	90,737	-	-	90,737	81,020
Bond & Bank Interest Received		-	-	3,380	3,380	9,365
Dividends		-	-	57,486	57,486	57,486
		<u>90,737</u>	<u>-</u>	<u>60,866</u>	<u>151,603</u>	<u>147,871</u>
TOTAL INCOME		<u>1,053,503</u>	<u>91,721</u>	<u>60,866</u>	<u>1,206,090</u>	<u>1,034,974</u>

3. ANALYSIS OF RESOURCES EXPENDED :

	Notes	Unrestricted Fund £	Restricted Fund £	Endowment Fund £	Total 2017 £	Total 2016 £
Buildings and Crypt						
<i>Changing Lives</i> Project		67,854	176,455	-	244,309	2,015
Piano		-	370	-	370	75
Verge		-	-	-	-	9,600
		<u>67,854</u>	<u>176,825</u>	<u>-</u>	<u>244,679</u>	<u>11,690</u>
Directly relating to Church Activities						
Diocesan		137,941	-	-	137,941	154,395
Clergy & Other Expenses		60,890	-	-	60,890	8,634
Sacristy		7,638	-	-	7,638	7,671
Repairs & Maintenance	8	65,566	-	-	65,566	49,489
		<u>272,035</u>	<u>-</u>	<u>-</u>	<u>272,035</u>	<u>220,188</u>
Fundraising & Publicity						
Advertising		3,958	-	-	3,958	4,510
Other Activities						
Property Management		50,720	-	-	50,720	22,711
Music	9	96,075	-	-	96,075	89,212
		<u>146,795</u>	<u>-</u>	<u>-</u>	<u>146,795</u>	<u>111,923</u>
TOTAL		<u>490,642</u>	<u>176,825</u>	<u>-</u>	<u>667,467</u>	<u>348,311</u>

4. ANALYSIS OF CHURCH MANAGEMENT AND ADMINISTRATION:

	Notes	Unrestricted Fund £	Restricted Fund £	Endowment Fund £	Total 2017 £	Total 2016 £
Church Management & Administration						
Staff Costs	10	233,498	-	-	233,498	183,549
Counselling Services	11	135,687	-	-	135,687	115,497
Office Expenses		173,821	-	-	173,821	134,448
Utilities & Services		13,505	-	-	13,505	23,957
Insurance		18,195	-	-	18,195	21,638
Audit Fee	5	4,692	-	-	4,692	4,200
Professional Fees		20,786	-	-	20,786	5,932
Bank Charges		284	-	-	284	235
TOTAL		<u>600,468</u>	<u>-</u>	<u>-</u>	<u>600,468</u>	<u>489,456</u>

5. NET (OUTGOING)/INCOMING RESOURCES FOR THE YEAR :

Net Outgoing Resources are Stated after Charging:	2017 £	2016 £
Auditors' Remuneration	<u>4,692</u>	<u>4,200</u>

6. PROPERTY INCOME:

	2017 £	2016 £
38 Nottingham Place, W1	<u>90,737</u>	<u>81,020</u>
	<u>90,737</u>	<u>81,020</u>

7. LICENCE FEES AND SERVICE CHARGES:

	2017 £	2016 £
School	17,056	16,656
Marylebone Health Centre	429,122	146,420
Royal Academy of Music	33,780	24,761
Guild of Health	-	8,202
	<u>479,958</u>	<u>196,039</u>

8. REPAIRS & MAINTENANCE:

	2017 £	2016 £
General repairs and maintenance to the Church	<u>65,566</u>	<u>49,489</u>

9. MUSIC

	2017	2016
	£	£
Director, Assistant Director and Organist, Choir & Instruments	96,075	89,212

10. STAFF COSTS

	2017	2016
	£	£
Salaries & Wages	185,149	163,439
Social Security Costs	13,443	11,539
Pension Costs	12,288	3,551
Self Employed	53,106	32,105
Recruitment	180	180
Other Staff Expenses	338	225
	<u>264,504</u>	<u>211,039</u>

During the year the PCC employed (full time), the Operations Director, Buildings Manager, Assistant Buildings Manager, Parish Administrator, Pastoral Assistant, Administrator of the Healing and Counselling Centre, Activity and Project Coordinator, and (part time) the Director of Music, Finance Officer, Pastoral Assistant (HR), Development Director, Grants and Trusts Manager, Buildings Assistant, and Cleaner, none of whom earned employee benefits excluding employer pension costs of more than £60,000 during the year.

The average number of direct employees during the year was 14 (2016: 11).

11. COUNSELLING FEES:

	2017	2016
	£	£
Healing & Counselling Centre	135,687	115,497

12. TAXATION:

The Charity is exempt from tax on income and gains falling within S524 of ITA2007 and s256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

13. FIXED ASSET PROPERTY:

	2017	2016
	£	£
Cost	Nil	Nil

All expenditure incurred during the year on consecrated or beneficial building and moveable Church fittings, whether maintenance or improvement, is written off as expenditure in the Statement of Financial Activities and is separately disclosed.

Unconsecrated land and buildings:

The freehold of Church House in 38 Nottingham Place W1 is held by the London Diocesan Fund as custodian trustee, with the PCC acting as a managing trustee. It is valued at £nil in the accounts but its estimated market value following a valuation done by Savills in November 2014 amounted to £3,850,000.

14. HERITAGE ASSETS:

Historic silver located in the Parish Church is considered to be heritage assets which are used for ecclesiastical purposes. In March 2013, the historic silver was valued for insurance purposes at approximately £250,000. Expenditure which is required to repair or maintain the historic silver is recognised in the Statement of Financial Activities when it is incurred. The PCC maintains a list of its collection of heritage assets and this can be consulted by appointment with the Church Wardens.

15. FIXED ASSET INVESTMENTS:

	Cost	Market Value at 1.1.17	Additions / (Disposal)	Movement in year	Market Value at 31.12.17
	£	£	£	£	£
CCLA	2,650,000	3,110,701	-	315,114	3,425,815
	<u>2,650,000</u>	<u>3,110,701</u>	<u>-</u>	<u>315,114</u>	<u>3,425,815</u>

Unrealised gain on fixed asset investments during the year amounted to £315,114 (2016: £223,045).

16. DEBTORS:

	2017	2016
	£	£
Rent Arrears Trade Debtors		
Other Debtors	158,964	25,165
Prepayments and accrued income	30,511	45,086
	1,108	10,315
	<u>190,583</u>	<u>80,566</u>

**17. CREDITORS: AMOUNTS FALLING DUE
WITHIN ONE YEAR:**

	2017	2016
	£	£
Sundry Creditors	163,842	23,840
Accruals & deferred income	13,941	21,025
	<u>177,783</u>	<u>44,865</u>

18. UNRESTRICTED INCOME FUNDS:

	Balance at 1.1.17	Movement in year	Balance at 31.12.17
	£	£	£
Building Fund	50,000	38,000	88,000
Donations Fund	30,000	-	30,000
General Fund	259,098	(75,607)	183,491
	<u>339,098</u>	<u>(37,607)</u>	<u>301,491</u>

The unrestricted funds are available for use at the full discretion of the PCC.

19. RESTRICTED INCOME FUNDS:

	Balance at 1.1.17	Movement in year		Balance at 31.12.17
	£	Incoming Resources	Resources Expended	£
Schoenlaub Donation	1,021	-	-	1,021
Other legacies and donations	85,104	91,721	(176,825)	-
	<u>£86,125</u>	<u>91,721</u>	<u>(176,825)</u>	<u>£1,021</u>

20. ENDOWMENT FUNDS:

	Balance at 1.1.17	Movement in year		Balance at 31.12.17
	£	Incoming Resources	Resources Expended	£
Endowment Fund	4,050,991	375,980	-	4,426,971
	<u>4,050,991</u>	<u>375,980</u>	<u>-</u>	<u>4,426,971</u>

21. RELATED PARTY TRANSACTIONS:

Payments to the London Diocesan Fund of £137,911 (2016: £154,017) were made in respect of the Rector (stipend, accommodation and pension), Assistant Curate and HCC Director (stipend and pension only) as well as other central church costs. £93,000 of the total related to the Rector and central church costs, while the remainder pertained to the Assistant Curate and HCC Director.

The remaining members of the Council all give freely their time, expertise, and other resources without any form of remuneration or other benefit in cash or kind during the current and previous year.