



**St Andrew by the Wardrobe**

and

**St Martin Ludgate**

**ST ANDREW BY THE WARDROBE  
WITH ST ANN BLACKFRIARS AND ST MARTIN LUDGATE  
ST ANDREWS HILL &  
QUEEN VICTORIA STREET  
EC4V 5DE**

**ANNUAL REPORT FOR THE YEAR ENDING  
DECEMBER 2022**

Registered Charity Number 1162335

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## ADMINISTRATIVE INFORMATION - 2022

<b>Rector and Archdeacon of London:</b>	The Ven Luke Miller
<b>NSM Curate:</b>	The Rev'd Prebendary Jonathan Osborne
<b>Churchwardens:</b>	Martin Woods Tom Ormond
<b>Bookkeeper:</b>	Kevin Ogilvie
<b>Treasurer:</b>	Robin Davies
<b>Parish Administrator:</b>	Laura Li (until Aug '22) Alexandra Clark (from Oct '22)
<b>Parish Clerk (St Ann's):</b>	Jennifer Maclean
<b>Deanery Synod Representative:</b>	Martin Woods
<b>Parochial Church Council Members:</b>	David Wheeler Robin Davies <b>Ex-officio</b> - Clergy, Churchwardens and Deanery Synod Representative
<b>Electoral Roll Officer:</b>	Martin Woods
<b>Sidespeople:</b>	Tom Ormond David Wheeler Martin Woods Robin Davies
<b>Safeguarding Officer:</b>	Tom Ormond
<b>Bankers:</b>	CAF Bank Ltd
<b>Independent Examiner:</b>	Andrew Hedger FCA Sevenoaks, Kent

## **AGENDA FOR THE ANNUAL PAROCHIAL CHURCH MEETING**

St Andrew by the Wardrobe and St Martin Ludgate on 26<sup>th</sup> April 2023 at 6pm

### **ANNUAL MEETING OF PARISHIONERS**

1. Welcome and Opening Prayer
2. Apologies for absence:
3. Minutes of the previous meeting
4. Election of Churchwardens
5. Close of meeting

### **ANNUAL PAROCHIAL CHURCH MEETING**

1. Apologies for absence
2. Minutes of the previous meeting
3. Matters Arising from Minutes of last meeting
4. Reports
  - a. Rector's Report
  - b. Electoral Roll
  - c. Safeguarding Report
  - d. Fabric Report
  - e. Deanery Synod Report
  - f. Administrator's Report
  - g. Treasurer's Report
  - h. Finance Report and Accounts
5. Elections and Appointments
  - a. Election of PCC Members
  - b. Appointment of Sidespeople
  - c. Appointment of Independent Examiner
6. Any Other Business
7. Closing Prayer

**Please note:** The Annual Parochial Church Meeting will be followed by the first meeting of the newly elected Parochial Church Council.

## **MINUTES OF THE ANNUAL PAROCHIAL CHURCH MEETING St Andrew by the Wardrobe 20 April 2022**

Present: Father Luke Miller, Rector and Chair; Robin Davies; Tom Ormond; Martin Woods  
In Attendance: Laura Li

### **ANNUAL MEETING OF PARISHIONERS**

#### **1. Opening Prayer**

Fr Luke opened all the meetings in prayer

#### **2. Apologies for absence**

The Revd Preb Jonathan Osborne; Peter Livock

#### **3. Minutes of the previous meeting**

The minutes were read out by the Rector, accepted, and the minute book was duly signed.

#### **4. Election of Churchwardens**

Tom Ormond and Martin Woods had been nominated and were duly elected.

#### **5. Close of meeting**

There being no other business, the meeting closed.

### **ANNUAL PAROCHIAL CHURCH MEETING**

#### **1. Apologies for absence:**

The Revd Preb Jonathan Osborne; Peter Livock

#### **2. Minutes of the previous meeting**

The minutes were accepted and duly signed.

#### **3. Matters Arising.**

None.

#### **4. Reports**

##### **1.4.1 Rector's Report**

The Rector's report was noted. Fr Luke thanked Laura Li for her work and efforts during another difficult year and this was echoed by the Churchwardens.

##### **1.4.2 Electoral Roll**

The Electoral Roll Report was noted.

##### **1.4.3 Safeguarding Report**

The Safeguarding Report was noted.

##### **1.4.4 Fabric Report**

The Fabric Report was noted. Fr Luke added that the building works are a little behind and St Andrew by the Wardrobe is now due to reopen in May. The costs have gone up in response to essential changes in the works specification. The PCC is monitoring the project.

At St Martin Ludgate, things are by and large well after the Quinquennial Inspection, but attention does need to be given to the damaged cornice.

##### **1.4.5 Deanery Synod Report**

The Deanery Synod Report was noted.

**1.4.6 Administrator's Report**

The Administrator's Report was noted.

**1.4.7 Treasurer's Report**

The Treasurer's Report was noted. It was stated that the shares in Clean for Good cannot be realised at £25001 and this should be corrected in next year's accounts. Robin Davies proposed the shares be shown as £1 so there is a record of having them and the £25000 written off as a grant. Seconded by Tom Ormond.

**1.4.8 Finance Report and Accounts**

It was noted that the annual accounts were presented to the PCC at a meeting on 28 March and had since been approved by the Independent Examiner.

**1.4.9 Clean for Good Progress Report**

The Clean for Good Progress Report and accounts were noted.

**5. Elections and Appointments**

**a. Election of PCC Members**

Fr Luke suggested that the current PCC Members and Secretary be voted in en bloc. All were in agreement. The Revd Preb Jonathan Osborne continues as a member; David Wheeler continues as Lay Vice-Chair; Robin Davies continues as Treasurer; Tom Ormond continues as Safeguarding Officer; and Martin Woods continues *ex officio* as Deanery Synod Representative. Laura Li continues as Secretary but does not sit on the PCC.

**b. Appointment of Sidespeople**

Fr Luke suggested that the current sidespeople be re-elected en bloc. All were in agreement. The following were appointed: Tom Ormond; David Wheeler; Martin Woods; and Robin Davies.

**c. Appointment of Independent Examiner**

Fr Luke proposed that Andrew Hedger be re-appointed as Independent Examiner. Seconded by Martin Woods.

**6. Any Other Business**

None

**7. Closing Prayer**

Fr Luke led in prayer and closed the meeting.



## RECTOR'S ANNUAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2022

I must begin with thanks to all those who support the parish with all their hard work. The churchwardens, PCC members, and congregation who volunteer time energy and effort. In the parish office in 2022 we bade farewell to Laura Li who had been with us since 2018, and welcomed Alex Clark who is very quickly becoming very much part of the team.

Laura had become for a while the face of the Church of England environmental agenda as a video in which she featured describing the new heating system at S. Andrew by the Wardrobe was shown at General Synod and featured on the Church of England website. Phase one of the restoration project was completed in late September, but we remained closed at S. Andrew's as we were successful in obtaining £250,000 community infrastructure neighbourhood funding to enable the phase two works to begin early in 2023. Our indefatigable fundraisers Tessa Hilda, and Carol Patey, have raised the grants we have needed for the whole project, which began serious planning right back in 2020.

The air source heat pumps make S. Andrew by the Wardrobe one of the very first carbon neutral churches in the UK and the first in the City. We have been visited by the Corporation's Environmental Committee and have also been featured by the Mayor of London's Anchor Institutions programme, part of the London Recovery Board of the Greater London Authority on which I sit. The church has thus had a national ecclesiastical, and a pan-London civil society profile.

The death of Her late Majesty Queen Elizabeth II was marked at S. Martin's with a book of condolence and many people came into pray in the days of national mourning. In my capacity as Faith and Belief lead for London Resilience (from which I have subsequently stood down) I helped organise the chaplaincy to the queue for the lying in state. It was as Archdeacon that I attended the service in Saint Paul's the day after the Queen's death, but it meant that the parish was represented, as was the Ward by Alderman Ian Luder. I am pleased also to report that His Majesty very graciously appointed me and all the late Queen's chaplains to be chaplains to the King.

Services, concerts and other activities have continued at S. Martin Ludgate. The monthly Monday mass became twice a month and has doubled its congregation from 4 or 5 to 8 to 10. Of course, we would like this to grow but it is a start. The numbers of special, livery and Carol services have increased. Thanks to Churchwarden Martin Woods, a young musician gave a concert in the church, the beginning of a renewal here of musical performance. I record my own thanks once more for being able to launch my book on Fr George Congreve at S. Martin's in February 2022 with talks to a very full church.

Advanced Sunday School has not taken place in the year because of a lack of capacity but we will get going with a new programme once the building works have been completed at S. Andrews.

Negotiations for the licence under faculty with the Heritage Alliance to use the gallery offices at S. Martin Ludgate were concluded and a happy partnership has developed. This, and Alex working from the vestry, means that the church is open each day during working hours. This is supported by the Friends of City Churches for whose help we are very grateful indeed.

There is a pattern here of private prayer. Each morning I open the church about 7:30 for matins, which is said alone, but all through the day people come in and, whatever their motive for doing so, the prayerful atmosphere and the presence of the Blessed Sacrament at the heart of the church in the Tabernacle brings people to intercession and devotion. The prayers left in the prayer box are prayed each week. The image of Our Lady and a pricket stand enables those who do not have a lexicon of articulate prayer to use candles and to make the prayer of love.

I have continued, as Rector, to seek to build relationships and have been welcomed to the hospitality of the Parish Clerks, the Apothecaries, our patrons the Mercers, and the Farrier's who have moved into

Apothecaries Hall and officially made S. Andrew by the Wardrobe their company church. I serve as an external trustee on the Stationers Hall Charitable Trust, and I am pleased that relations with that Company have been warmer. We look forward to a good collaboration over the open house weekend in 2023. I have been appointed chaplain to the Blacksmiths - an honorary role but one which connects that Company firmly with parish. I sit as Rector on the committee of the Castle Baynard Ward Club and have given the Ward regular updates on the parish and the work at S. Andrew's which many members of the Club generously supported with their donations for which we are most grateful. I also sit on the two small education charities associated with the Ward. The trustees are exploring with the charity commission closing the charities and expending the endowments which now only make very small grants.

We are very pleased to be part of the City Catholics cluster of churches. That is, those churches in the city Deanery which maintain adherence to the historic succession of episcopacy within the Church of England and for theological reasons do not admit the sacramental ministry of women. However, in matters of non sacramental worship there is no barrier and the Rt Rev'd Rose Hudson Wilkin preached at St. Martin Ludgate, the Rev'd Jacqui Miller led a carol service, and livery chaplains also took livery services. The Catholic movement in the Church of England was delighted when a good friend of the parish, Fr Paul Thomas, was consecrated Bishop of Oswestry at Canterbury Cathedral, a service at which I was privileged to act in my role as Prolocutor of the Convocation of Canterbury.

To conclude, briefly to report to the parish, that I continue my work as Archdeacon of London, and my national responsibilities within the General Synod, through which I am a member of the Archbishops' Council and a number of national committees. Some of my other responsibilities have been noted in passing.

Our work is the cure of souls and the extension of the Kingdom of God in this place. I am enormously grateful to all those who by their volunteering and hard work enable that mission to be undertaken. With all the opportunity that we have, and all the tasks before us, this must on a human level be the work of a team, and I renew my thanks to you all for everything that you do; but we should always remember that it is God who gives the increase, and He who leads us in our service of Him so that we may grow in faith, in love, and in numbers of those believing.

**The Ven Luke Miller**  
**Rector**

## **REPORT ON THE ELECTORAL ROLL**

Those names entered on the Electoral Roll for 2023 number eleven, there being a decrease of one from last year, due to the ordination of Stephen Miller. There have been no additions. Two reside in the parish.

**Martin C Woods**  
**Electoral Roll Officer**

## **SAFEGUARDING REPORT**

I was re-appointed the Safeguarding Officer for St Andrew by the Wardrobe and St Martin Ludgate for a third year. There have been no issues to report. This has been documented at all PCC meetings where there is a Safeguarding point on each agenda.



The Parish Administrator, Clergy and Parish Safeguarding Officer have completed their necessary safeguarding training and members of the PCC are continuing to do basic on-line training as recommended.

The PCC has implemented the Diocese "safeguarding dashboard" with its aims to make safeguarding simpler for parishes. This was completed by the Safeguarding Officer and the Administrator. Due to the good progress made at Level 1 this dashboard promoted us to level 2. It has produced a Safeguarding Summary and Action Plan that can be progressed to the next level.

Details of the St Andrew's and St Martin's Safeguarding policy have been updated and are displayed on the notice boards and are also accessible via the website's home page.

**Tom Ormond**  
**Safeguarding Officer**

## **FABRIC REPORT**

### **St Andrew by the Wardrobe**

Following the successful completion of phase one of the re-servicing works, St Andrew by the Wardrobe has now been completely rewired and fitted with a new heating system. The successful installation of air source heat pumps supported by electric radiators means that the church is now carbon neutral – once the electricity is purchased from the 'Green Grid.'

The lighting system has also been renewed and upgraded with a digitally controlled LED system supporting and enhancing the refurbished traditional chandeliers.

Fundraising for Phase 2 of the works has been successful, and the project is moving on directly to fit an equal access ramp; complete refurbishment of the parish room and kitchen, install new toilets; and redecorate the interior of the church. It is planned to be completed by early summer.

As a result of the redecoration the six banners which hang in the Nave have been taken down and estimates are currently being obtained to have them professionally cleaned by a textile conservator. Approaches to the relevant Livery Companies will be made for help with the costs. The digital Organ will need to be checked and rebalanced and the main speakers relocated.

### **St Martin's Ludgate**

The electrics have been recently checked.

### **Work planned for the immediate future**

Repair to the downpipe on the east end of the south elevation which belongs to the building next door, and which has been leaking for a considerable length of time, is being planned.

Problems with some of the plaster cornice will need to be addressed with the forthcoming QI for the church.

Much rubbish from the church has been sorted and cleared by the Churchwardens.

Maintenance and repair work needs to be carried out on the heating system.

The organ advisor to look at the organ and to obtain estimates for repairs.

**Long Term**, a new lighting system and redecoration to be planned and budgeted for.

**David Wheeler**  
**Vice Lay Chair**

## **REPORT ON THE PROCEEDINGS OF THE CITY DEANERY SYNOD**

Throughout the year, the Synod met on three occasions, with business matters being relatively light. As is customary, the Lord Mayor, Alderman Vincent Keaveny, the Lady Mayoress and the Sheriffs attended as guests at the first meeting in January.

The main topic was a presentation entitled "Caring for God's Earth - responding to the City's Climate Strategy". Representatives from St James' Piccadilly, Eco Church and Rothschild & Co spoke, offering from their own very differing perspectives, an outline of their policies towards reaching net zero carbon emissions by 2030, a goal shared by the Synod and in line with the national C of E commitment.

In a response, the Lord Mayor cited parallel aims within the Corporation, which he believed were achievable, and thanked the City Churches which had demonstrated such a commitment in playing a share through contributing towards the City's hopeful achievement. He was presented with a Bible by the Lay-Chairman before the Civic party had to depart.

Catherine McGuinness, Chairman of the Corporation's Policy and Resources Committee, had been invited to address the Synod, and she spoke about the actions being taken by the Corporation with respect to planning for new buildings and how, where there is a will, older buildings, even such as churches, can undergo sensitive eco-friendly development. There followed an informal discussion, raising questions, but also formulating ideas.

The second Meeting, in June, which was in the form of a party, was held by the invitation of the Master of the Temple in his garden, preceded by Choral Evensong in Temple Church. The only item of business was to elect a City Deanery governor for Aldgate School, which being uncontested, Beverley Ryan was re-elected to serve a further four year term.

The main topic for the third Meeting in October was "Ministering to the unseen City". The Rev'd Josh Harris reflected on the founding mission of the City's Guild Churches and of opportunities to reach out to "hidden" workers who may be less visible, such as cleaners and construction workers, all of whom may work at unsocial hours. Representatives from the Tamar Project spoke about how their project was helping those similarly out of sight, but who had been victims of sex-trafficking and modern-day slavery. Synod members raised the issues of provision of warm spaces in winter and support to the homeless, marginalised and vulnerable. Within an ensuing discussion, a suggested variation of approach towards "hidden" workers could be in welcoming people first and forming a relationship, then to assess their needs, and subsequently to develop a programme which would be tailored to suit them.

Meetings of the City Deanery Synod continue to be well attended, vibrant, informative, and the Synod remains very much in good heart.

**Martin C Woods**  
**Deanery Synod Representative**

## ADMINISTRATOR'S REPORT

I started working as the Parish Administrator for St Andrew by the Wardrobe and St Martin Ludgate in October 2022. Having spent the last 20+ years in Banking, it is a complete change of course for me but one that I am looking forward to taking on.

The first few months were challenging as unfortunately due to circumstances, there had been no formal handover or training. The previous administrator has been very generous with her time and has patiently answered all my email questions. She also very kindly came to London to spend some time with me to impart her knowledge. I am enjoying the nature of the work and I think that it allows the natural born organiser in me to come out. It is nice dealing with a variety of things on a daily basis and I am learning more about the ways of the Church as I go on.

Due to the refurbishment works at St Andrew by the Wardrobe, I have been based at St Martin Ludgate. Whilst I can see that the number of people in the City is still not back to pre pandemic levels, I have been pleasantly surprised by the number of people coming into the church. Once St Andrew's has re-opened in July 2023, I will continue to be based at St Martin's as it will be good to have the church open on the days that I work.

Looking forward to the year ahead, as well as continuing my learning of the cycle of the Church, we also have to re-opening of St Andrew's to look forward to. As Phase 2 of the project starts in earnest, I will be more involved with the reporting etc which whilst I am sure it will have challenges, I am looking forward to.

A huge thank you must go to Martin Woods who has helped enormously with me getting to grips with some aspects of the job. It is always nice when he pops into the office. I also extend my thanks to Virginia Hopson who was so helpful with her advice on the organising of the Parish and Ward Carol Service, it was invaluable. A final thank you must go to Fr Luke, who despite his time constraints is always there for help and guidance whenever it is needed.

**Alexandra Clark**  
**Parish Administrator**

## TREASURER'S REPORT

As with 2021 these figures are overshadowed by the refurbishment of St. Andrews's church which will not be completed until 2023. The situation of the two churches in the parish can be summarized as follows:

		<u>St Andrews</u>	<u>St. Martins</u>
Total income	£451,436	363,536	87,900
Total expend	<u>950,047</u>	<u>891,365</u>	<u>58,682</u>
Net surplus/(deficit)	(498,610)	(527,829)	29,218
Less: Fall in value of investments:			
	(37,810)		
Balance b/forward	<u>1,048,002</u>		
<u>Net assets</u>	<u>511,582</u>		

This is held as to:

General investments	196,112
Shares in Clean for Good	<u>1</u>
	196,113
Net balances at bank	
& debtors	<u>315,468</u>
	<u>511,582</u>

Of this £121,498 is in restricted or designated funds leaving the balance of £390,084 unrestricted.

Note: Some totals do not directly add up due to rounding differences.

Notes:

Breakdown of income

St. Andrews

Incoming resources from donors (Note 2)

Recurring grant           £16,103

Burial ground grant       £5,000

Both these grants are from diocesan bodies.

Other donations and similar £3,460

Total                       £24,563

Donations for church refurbishment programme

and VAT recovered (Note 3)   £267,831

Incoming resources from operating activities (note 4)

Church hire           £1,700

Letting of hall   £10,778

Parish rates       £51,670

Total                       £64,148

Interest and dividends £6,995

Total                       £71,143

St. Martins (note 6)

Radio mast           £45,773

Church hire &

investment income £42,127

Total income                       £87,900

Total of all income               £451,436

## Breakdown of expenditure

### St. Andrews

#### Resources expended relating to the work of the church (note 5)

Common Fund	£45,000
Church administrator/bookkeeping (Ministry costs)	£17,972
Church maintenance etc.	£7,680
Conversion of investment in Clean for Good to grant	<u>£25,000</u>
Total	£95,652
Fundraising costs	£1,558
Church refurbishment programme	<u>£794,155</u>
Total	£891,365

### St. Martin's (note 6)

Common Fund	£30,000
Church maintenance	<u>£28,682</u>
Total	<u>£58,682</u>
<u>Total of all expenditure</u>	£950,047

#### Notes:

It is expected that the refurbishment of St. Andrews will be completed by St. Ann's Day July 26<sup>th</sup>. The total expected project cost is £427,370 less recoverable VAT = £375,370. This is covered by grants and other funding. (See page 1 of the financial report.)

**Robin Davies**  
**Treasurer**