



St Matthew's Westminster

Parochial Church Council Minutes of the meeting held on Wednesday November 19th, 2014 at 6.30pm at St Matthews House.

Present: Fr Philip Chester (Chair), Jonathan Aitken, Alastair Calcutt, Maria Gayle-Rogers, Fr Peter Hanaway, Tamara Katzenbach, Jane Kennedy, Lee Lieske, Liz Lyle, Eithne Risner, Hilary Rowland, Rachel Whittaker, Steve Willis, Toby York.
In attendance: Cameron Abernethy (Pastoral assistant).

1 **Apologies**

Apologies for absence were received from : Vanessa Hadley-Spencer, Sue Lowson, Rachel Jewitt, Simon Lello & Grace Hoskin.

2 **Minutes of the meeting held on Monday September 15th**

The minutes of the meeting held on Monday September 15th 2014 were agreed by the PCC and signed as a true record by Fr Philip.

3 **Matters arising from the minutes of Monday September 15th**

10.1 Date of Revue evening This is confirmed for Saturday February 14th.

10.2 Junior Church The rota for Junior Church has been completed. We have about fifteen children attending Junior Church.

4. **Report of the Parish Priest**

(a) Forthcoming Events

Just Festival Westminster reception (3 December) with presentations on the programme for 2015. 80 people had been invited and good support was needed for the Festival from the congregation.

St Mary-le-Strand (7 December, 6pm). Fr Philip would be licensed as Priest-in-Charge of the parish of St-Mary-le-Strand by the Archdeacon.

St Matthew's Open Day (Tuesday 9 December, 5-7pm) This is for the local community. Posters and cards would be produced to advertise the event around the parish.

Carol Service by Candlelight (Tuesday 16th December 7pm).



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(b) Future direction of St Matthew's.

Fr Philip was very pleased to report that the PCC should start to focus on **mission** now that the church was in a much stronger financial position. There was now a great sense of momentum. As a result, Fr Philip proposed that a new **Vision statement** be drawn up which would reflect financial stability, the new partnership with the parish of St Mary-le-Strand and the impact of the planned improvements in the church buildings and forecourt. It was suggested that a representative of St Mary-le-Strand be invited to a future meeting with the PCC.

Action: Jane to send previous Mission Action Plan to the PCC with the minutes.

(c) Parish youth worker

Fr Philip proposed appointing a youth worker in conjunction with the parish of St Stephen's, Rochester Row. This post would be responsible for continuing the work of Junior Church with young people after they had left Junior Church/St Matthew's School and provide opportunities for worship and other activities beyond the Sunday congregation. The Bishop of London's Mission Fund might possibly provide some initial funding /pump priming. It was suggested inviting an existing parish youth worker to give a talk about parish youth work if the post was agreed by both parishes.

Action: Fr Philip would continue his conversation with Fr Graham Buckle on the subject.

5. PCC forecasts

Toby York presented an interim financial report and forecasts for all PCC funds and for the conference centre for the calendar year 2015.

Forecast gross income from all sources for 2015 is £361,000. Expenditure is expected to be £282,500 leaving a net increase in funds for 2015 of £79,000. Expenditure is high compared to other churches but reflects the particular ways in which the PCC generates funds (specifically the overheads associated with running the conference centre and providing accommodation in the clergy house).

Congregational giving (including related tax reclaimed on Planned Giving) is estimated to be £50,000, so in common with other city churches, the PCC's financial viability is dependent on the conference centre and the clergy house. Net income (after expenses) from the conference centre is forecast at £75,000. Net income (after expenses) from the clergy house is forecast at £28,000.

Fr Philip added that **capital investment** was needed in the church and clergy house, which would be the first time significant funds had been invested in the church for over 35 years. Hilary recommended that one of the bathrooms should be improved



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in the Clergy House. Toby had budgeted £12,000 for general house repairs and £190,000 for specific capital projects.

Taking into account the forecast increase in net funds and the capital expenditure plans of £190,000, the projected balance on all PCC funds at the end of 2015 is £0.5million.

Fr Philip said we were all indebted to Toby for his work. The 2015 forecast was proposed by Fr Philip, seconded by Hilary and passed by the PCC.

6. Finance

(a) Greatorex fund investment fees

Toby York had investigated the fees to manage the investment of the **Greatorex** funds. For the investment in equity funds, there would be an annual management fee of 0.75%. There were no initial or exit fees. The investment of bonds would have slightly higher fees.

(b) The Estate of Tudor Roberts

The capital of half of the Estate amounted to a total of £600,000, which would be held on trust for the parish by the Church Union. Toby York advised that at an annual return of 3% after fees, the income would be in the region of £18,000 per annum.

7. Just Festival Westminster 2015

The festival would be held between Wednesday June 10th and Sunday June 21st. St Mary-le-Strand will be used as a focal point for the festival as well as St Matthew's. Fr Philip would also find out if St Stephen's wanted to be involved as well. Two festival services would also be held on the appropriate Sundays.

8. Church forecourt project

A faculty petition had been sent to the Chancellor of the Diocese for the church forecourt project. The neighbours had given permission for use of some of their land. A peppercorn rent would be paid to the neighbours; the lease, however, had not yet been agreed. Toby explained that the railings would be fixed to the ground and will slide.

In response to a request about securing bicycles, Fr Philip suggested that a bicycle rack could be erected near Tesco. Rachel would find out if this was possible from one of the City councillors. The forecourt would be completed by the spring.

9. Fire risk assessment work

Toby reported on Grace Hoskins' behalf that there were originally 36 high risk fire issues identified, but only a small number still needed to be addressed. Recently, the



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fire alarm service contract, CCTV and door entry and fire hazards had been completed. Grace would be organising for the propane gas cylinders to be relocated and the escape route signage to be put up.

10. Any Other Business

(a) Rough sleeping

Rachel Whittaker had attended a meeting between local residents, Westminster Council and the Police regarding rough sleeping. Rachel reported that if there are any problems, the Police should be called on 999 or 101.

(b) Candles

Christopher Naylor, the new sacristan, had renewed the candles, including the oil candles. The vestments were also being sorted out.

(c) Chalice bearers

Fr Philip proposed the re-appointment of Alastair Callcutt, Margaret Robinson and Katie Hasler as chalice bearers and for Jane Kennedy to be appointed for the first time. These names would then be sent to the Bishop. This proposal was seconded by Liz Lyle and agreed by the PCC.

(d) Leaves

Fr Philip reported that the roofs of the church and house had been cleared of leaves.

11. Dates of future meetings –

Monday January 26th 2015

Tuesday March 24th

Wednesday July 15th

Monday September 14th

Tuesday November 17th

The date for the May meeting was yet to be arranged.

The meeting closed at 7.50pm.