



St Matthew's Westminster

Parochial Church Council Wednesday February 19th, 2014

Present: Fr Philip Chester (PC) (Chair), Maria Gayle-Rogers (MGR), Fr Peter Hanaway (PH), Grace Hoskin (GH), Tamara Katzenbach (TK), Sue Lawson (SML), Jane Kennedy (JK), Lee Lieske (LLk) , Eithne Risner (ER), Hilary Rowland (HR), Toby York (TY).

Pastoral assistants: Ross Meikle (RM) and Raymond Baudon (RB) were in attendance.

1 Apologies for absence

Apologies for absence were received from: Kate Barlow (KB), Alastair Calcutt (AC), Liz Lyle (LL), Sebastian Lyle (SL), Rachel Jewitt (RJ) Rachel Whittaker (RW)

2 Minutes of the Meeting held on November 20th, 2013

The minutes were agreed and signed as a true record of the meeting.

3 Matters arising

3.1 PC/TY to commission a new report regarding the tree.

This has been completed and formal planning has been requested.

3.2 Fire risk assessment. PCC members were asked to recommend suitable people to co-ordinate implementation.

The Standing Committee would consider individuals via email. The report had been circulated to the Standing Committee. TY reported that the risk assessment had implications for the insurance and it was PC's statutory responsibility to ensure that this was dealt with and the PCC could not allow it to go unaddressed indefinitely.

Action: Standing Committee to discuss people to co-ordinate/help implement recommendations.

3.3 GH to liaise with the Diocese regarding the appointment of a new architect. Action: GH & PC to meet the five candidates for the role of architect.



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3.4 PC to speak to Edward Barlow regarding his share of the fees. TY had come to an agreement with Edward Barlow.

4 Report of the Parish Priest

- **Fr Robin Crawford** Fr Robin Crawford, a former Assistant Priest at St Matthew's had sadly died. PC and PH would be attending his funeral on 20 February. A Requiem Mass would be held at St Matthew's on Saturday March 8 at 11am which would be followed by a reception.
- **Collaboration with neighbouring churches.** PC had met with Fr Graham Buckle, the new Vicar of St Stephen's, Rochester Row and the Vicar of St James the Less, the Revd Liz Goddard regarding greater collaboration between the neighbouring churches. They had agreed to meet for Mass followed by breakfast once a month. A monthly Amnesty Group meeting would be held which would rotate between the three churches, a joint Lent activity would be arranged for 2015 and the Palm Sunday procession from one church to another would be revived. The pastoral assistants from each church would work together as a team.
- **Patronal Festival** As St Matthew's Day fell on a Sunday in 2014, it was agreed that there would be a Said Mass on Sunday morning and the Patronal Festival Mass would be held in the evening to enable people from other churches to attend. PC had invited Fr Matthew Catterick, Vicar of St Saviour's, Pimlico, to preach.
- **Church Weekends** The pilgrimage to Walsingham was fully booked and there were still places on the Wychcroft weekend houseparty.

5 Lent Programme, Commitment campaign and parish charitable giving.

The Clergy Team at St Matthew's had met to plan the Lent Programme for 2014. The theme would be 'Commitment to: Scripture, the World, Each other, the Church and finally 'My commitment (including some of the financial aspects)'. A sermon would be preached on each theme through Lent and this theme would form the basis of the Lent group on the following Wednesday



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evening. A leaflet would be produced advertising the Lent Programme. Each sermon would be posted on the church website so that people who had been unable to attend church would be able to prepare for the discussion on Wednesdays.

Action: PC to arrange for sermons to be put on website.

GH proposed that the Church should also donate to local and overseas charities. PC proposed having a monthly retiring collection should be held which had been successful in previous years.

PC proposed having one less Bible reading during the Sunday Mass during Lent and replacing this with a poem. This was agreed by the PCC.

6 Finance

6.1 St Matthew's Conference Centre accounts

The Conference Centre had recorded a profit of £27,000 for the previous financial year. PC proposed that the PCC write to Enver Sengul, the Conference Centre Manager to thank him and that he should be given a small token of our thanks as he had made an extraordinary contribution to the success of the Conference Centre. Turnover was up 100% (£16-17,000) on the same point as the previous financial year. TY considered that this was possibly due to providing more flexibility through making the rooms upstairs available for hire combined with the financial upturn. This was encouraging as the church would be expected to pay its full Common Fund contribution in 5 years' time.

Action: JK to draft letter to Enver and PC to arrange gift.

6.2 Draft Statutory PCC accounts

TY reported a draft surplus of £42,000 before audit for the previous financial year. This included the £27,000 profit from the Conference Centre. There were hidden liabilities, however, and so a Reserves policy and Reserves Fund were needed. The IT facilities also needed upgrading in 2014 which would require funding.

TY proposed that the accounts be submitted to the Independent Examiner for inspection and this was agreed.

6.3 Greatorex Trust



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The sale of Marguerite's flat had almost reached completion and £500,000 was the accepted offer. There were liabilities of £30-40,000 and so the net assets would be between £450-470,000 for the Greatorex Trust. The Greatorex Trust income would appear in the 2013 accounts and the settlement in 2014 accounts.

7 Safeguarding procedures

The Safeguarding Policy was approved by the PCC which had been drafted by JK and MGR. It was agreed that it should be put on the website and a photograph of Edward Barlow should be put on the church notice board next to the policy so that children would be able to identify the Children's Champions easily. MGR was the Safeguarding Officer.

Action: MGR to arrange photograph.

TY to put Safeguarding procedures on the website.

8 Just Festival Westminster

The full draft programme for Just Festival Westminster had been circulated to the PCC prior to the meeting. RB reported that the 'Just Festival' directors in Edinburgh were keen to protect the name of the event, provide support to St Matthew's and hoped that it would not be a 'one-off' event. The Artistic Director, Katherine Newbigging, was willing to help St Matthew's in the future. There was a need to have a group of people to oversee what Katherine would be doing.

The PCC was willing to guarantee the funding but it was envisaged that this would only be a small amount and that money would be recovered through tickets and sponsorship. There was a need to demonstrate that the events could be self-supporting. The largest cost would be for the Spare Tyre Theatre Company. The website for the event would be created by the Artistic Director.

There was a need for a group of people from St Matthew's to assist with the organisation of the events. Publicity was needed through the Press e.g. Church Times, local papers etc. TY agreed to block out the Conference Centre diary for each evening of the duration of the festival in June.

Action: TY to block out evenings in Conference Centre diary for 13- 21 June.

9 House Guest Policy



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TY had drafted a House Guest policy to assist with the day to day management of bookings etc. This policy was approved by the PCC. RW had offered a Roberts battery radio to the House. PC agreed to take up Rachel's kind offer.

10 Any Other Business

GH reported that there had been a lot of applications for the post of church administrator and interviews would be held on 27 February. HR, TY, GH and PC would be on the interviewing panel.

11. Dates of future meetings

Thursday April 3rd, Sunday April 27th (APCM), Tuesday May 20th, Tuesday July 8th, Monday September 15th, Tuesday November 18th.