



**Minutes of the
Parochial Church Council Meeting held on
Thursday April 3rd, 2014**

Present: Fr Philip Chester (PC) (Chair), Jonathan Aitken, Maria Gayle-Rogers (MGR), Alastair Calcutt (AC) Grace Hoskin (GH), Rachel Jewitt (RJ) Jane Kennedy (JK), Lee Lieske (LLk) , Liz Lyle (LL), Hilary Rowland (HR), Steve Willis (SW), 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), Fr Peter Hanaway (PH) Sebastian Lyle (SL), Rachel Jewitt (RJ) Sue Lowson (SML), Rachel Whittaker (RW) & Tamara Katzenbach (TK).

PC welcomed Rachel Jewitt, headteacher of St Matthew's C of E Primary School, to her first PCC meeting.

2 Minutes of the Meeting held on February 19th 2014

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

3 Matters arising

3.1 Tree planning consent

A report had been submitted to the City Council regarding pollarding of the tree and a separate report regarding the risk of damage to the tree outside the church resulting from the proposed forecourt development. A planning application had also been submitted for the development which the Council were minded to approve.

3.2 Fire risk assessment - Standing Committee to discuss people to co-ordinate/help implement recommendations.

GH would ensure that the recommendations of the Fire Risk Assessment were implemented. It would be a standing agenda item for future meetings.



St Matthew's Westminster

7. Action: MGR to arrange photograph. TY to put Safeguarding procedures on the website.

MGR had added photographs of the Safeguarding officer and Children's Champions to the parish safeguarding procedures for the noticeboard.

4 Report of the Parish Priest

4.1 PC expressed his gratitude for a very positive spirit and atmosphere at St Matthew's together with the good financial position. The PCC needed to see it as a time of blessing to be shared.

4.2 Pastoral assistants Interviews would be held shortly for three pastoral assistant posts which would form a team to work across the two parishes of St Matthew's, Westminster and St Stephen's, Rochester Row. Having three pastoral assistants would not affect the current accommodation arrangements.

4.3 Parish administrator Claire Pinney would be starting as the new parish administrator on Monday 14 April.

5 Finance

2014 had started better than for a long time for the church with an excess of income over expenditure for each of the first three months for the. TY reminded the PCC that were still reliant on the generosity of the Diocese as only £32,000, approximately half of the Common Fund, was being paid.

The Conference Centre had also had an excellent start to the year generating a profit of £27,000 in the first three months. The original estimated profit for the whole year had been £50-60,000. Enver Sengal was still working very hard and JA was keen that his work was recognised and that he was thanked. PC had recently presented Enver with a nice bottle of wine and JK written to thank him on behalf of the PCC.

Although income was increasing, TY reminded the PCC that it did not have substantial reserves given the size of the building and mission of St Matthew's. There would be a need for redecoration and new lighting in due course.



St Matthew's Westminster

6 Annual report 2013

PC thanked JK and TY for their work in compiling the annual report.

TY explained that a new endowment fund was shown in the Statement of Financial Activities which contained the value of the flat which had been left to the church, subject to a life interest. The official valuation was £475,000 less £40,000 costs. This money was not available to the PCC. Lorraine Miller had given up her life interest and any expenditure had to be negotiated and agreed by the trustees. The fund would become unrestricted when Lorraine Miller died. These conditions would be included in the trust deed.

TY stressed the importance of transparency regarding the accounts.

The approval of the draft accounts by the PCC was proposed by GH, seconded by JA and passed.

7 Resolution to appoint new Quinquennial inspector

GH reported that interviews had been held with a number of architects and John Barnes had been selected. He already worked on thirty three other quinquennial inspections in the Pennines and London. He had agreed that he would test the crack in the tower free of charge and noted that work would be required on it. He was receptive to the new lighting that was required and sympathetic to the needs of the church. The Diocese paid for the Quinquennial inspection and any work that was required was paid for by the PCC.

GH proposed and AC seconded the resolution to appoint Mr John Barnes RIBA, BA (Hons), BArch (Hons), of JABA Architect Ltd as the Quinquennial Inspector of the parish of St Matthew's, Westminster. He would undertake the regular quinquennial inspections in line with the Diocesan Scheme and advise and prepare specifications for and oversee subsequent repairs where invited to do so. The proposal was seconded by AC and passed by the PCC.



St Matthew's Westminster

8 Just Festival Westminster

8.1 Background The Just Festival Westminster would be held between 14-22 June 2014. RB explained that it was not a traditional arts festival as such but would touch on the theme of social justice and would be interdenominational. The Artistic Director for the Just Festival in Edinburgh, Katherine Newbigging, had developed a website for the festival for St Matthew's for which RB was very grateful.

<http://www.justjust.org/about-just-westminster/>

8.2 Promotion and funding Promotion would be done via the festival website, St Matthew's, social media, the organisations which were participating and through a programme which had been designed. Rebecca Lowson was assisting with researching sources of funding and had submitted a bid to the Arts Council England for a grant. A donation had been received from a member of the congregation. RB explained that funding was difficult to obtain from grant-giving bodies if the festival was a church initiative. Tickets would be sold via the festival website.

8.3 Festival legacy It was hoped that the festival would not be a one-off event after 2014. Katherine Newbigging together with the Edinburgh board was willing to continue to assist the Westminster festival; a sub-committee of the PCC would be needed to organise the festival. In the future, it was agreed that an independent board would be needed with members from the local community with a majority of members from the church.

8.4 Finance issues TY reminded the PCC that this festival was part of the PCC in terms of the income, expenditure and any agreements and sought assurance that the online ticket sales would be paid over to the PCC. RB explained that the ticket money would be paid into the Edinburgh Festival account and then would be transferred to St Matthew's. There would be a £1.50 booking fee. Proceeds from the Simply Soweto Encha concert would be split on a 60:40 (TBC by Raymond) between respectively. RB had prepared a budget for the festival. It was hoped there would be some volunteers to help with the festival from St Stephen's, Rochester Row.

Katy and Maria would be giving a concert as part of the festival on 21 June. A festival service would be arranged.



St Matthew's Westminster

9 Any Other Business

- 9.1 St Matthew's School** RJ had enjoyed her first nine weeks at the school. She would be taking forward the deep relationship which had existed between the church and the school. She would provide a full report on the school at the next PCC meeting.
- 9.2 Forecourt project** A meeting had been held with the agents for the neighbouring building regarding the forecourt and the project was moving forward to provide a community space with a coffee van.
- 9.3 St Mary le-Strand** There had been a slight delay in the planned development of closer links with the church of St Mary Le-Strand.
- 9.4 Open Day** Both the conference centre and the church would be open during the 'Open Day' on Monday May 19th from 3 – 8pm. Tea would be served. Current users and other potential users of the church and conference centre on the (Conference Centre) database would be contacted.
- 9.5 Commitment campaign** The stewardship leaflet would be given to the congregation on the following Sunday. It would also be included in the newsletter on 11 April.
- 9.6 Anglican Catholic Future** There would be a pilgrimage to Canterbury Cathedral on Saturday May 17th at which the Dean of Canterbury and the Abbot of Mucknall Abbey would be speaking. PC hoped that a group from St Matthew's would join the pilgrimage.
- 9.7 Weekly newsletter** RB thanked all those who had contributed to the newsletter. Further development of the newsletter would be discussed at the next PCC meeting.
- 9.8 Tenancy agreement** The tenancy agreement between the school governors, the vicar of St Matthew's and the PCC for the flat for the pastoral assistants at St Matthew's School was signed by PC and two members of the PCC (JA and HR), thus formalising existing arrangements.



St Matthew's Westminster

9.9 APCM The APCM would be held on Sunday April 27th after Mass. JK would send nomination forms to PCC members and asked if any current members who did not wish to stand for 2014-15 to tell her.

10 Dates of future meetings

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