



**Minutes of a Meeting of the Parochial Church Council
held on Tuesday 20 May, 2014**

Present: Fr Philip Chester (PC) (Chair), Jonathan Aitken (JA), Alastair Calcutt (AC) Suzanna Corbette (SC) Fr Peter Hanaway (PH), Grace Hoskin, (GH) Tamara Katzenbach (TK) Rachel Jewitt (RJ) Tamara Katzenbach (TK) Jane Kennedy (JK), Lee Lieske (LLk) , Liz Lyle (LL) Eithne Risner (ER), Hilary Rowland (HR), Toby York (TY).

Pastoral Assistants: Ross Meikle (RM) was in attendance.

1 Apologies for absence

Apologies for absence were received from Raymond Baudon (RB), Maria Gayle-Rogers, Simon Lello (SLL) (MGR), Susan Lawson (SL) Rachel Whittaker (RW)

2 Minutes of the Meeting held on April 3rd and April 13th 2014

The minutes were agreed and signed as true records of the meetings.

3 Matters arising

Commitment campaign It was agreed that there should be a response to the recent Commitment Campaign.

Quinquennial Inspector John Barnes had been confirmed as the Quinquennial Inspector in an email to Grace Hoskin from the Diocese.

4 Election of Vice-Chair, Secretary & Treasurer

Alastair Calcutt was proposed as Vice-Chair by Grace Hoskin, seconded by Eithne Risner and elected.

Jane Kennedy was proposed as Secretary by Alastair Calcutt, seconded by Jonathan Aitken and elected.

Toby York was proposed as Treasurer by Grace Hoskin, seconded by Hilary Rowland and elected.

The Standing Committee would consist of the Parish Priest, Churchwardens, Treasurer and Secretary. The Standing Committee has the power to 'transact the business of the council between meetings thereof subject to any directions given by the Council' (The Church Representation Rules)

Report of the Parish Priest



St Matthew's Westminster

5.1 Open Day (19 May) This had gone very well, with over 100 people visiting St Matthew's. Thanks to Louisa Pau and others for their contribution and help. It was agreed that the Open Day would be repeated in the future.

5.2 Pastoral Assistants for 2014-15 We are continuing to work collaboratively with St Stephen's, Rochester Row under Fr Graham Buckle. This has been reflected in the decision to appoint four pastoral assistants who would work as a team across the two parishes. Cameron Abernethy and Vanessa Hadley will be based at St Matthew's, and Oliver Kemsley and Helen Olley at St Stephen's. PC thanked HR and GH for their help with the interviews. The PAs would have discrete projects to undertake and would gain a broad experience of ministry. The PA at St James-the-Less would also join in some activities. It was hoped that some collaborative work could be done on Junior Church, particularly with the young teenagers.

5.3 Local soup kitchen PC reported that he had been involved assisting to resolve a local community issue outside the church. A soup kitchen, which was run by a Christian charity at the King George Hostel had been forced to leave due to a building project, and move to the Abbey Community Centre. The access would be from St Anne's Street, opposite the church, between 6-8pm on Mondays and 5-7pm on Tuesday evenings. This new arrangement had created some tension amongst the local residents. The soup kitchen is run by the Samaria Network under Donald Ewers. We are seeking to help heal divisions and strengthen dialogue in the community.

5.4 Recent church events Holy Week and Easter services which had gone very well; a group from the church subsequently enjoyed an excellent pilgrimage to Walsingham.

5.5 Church forecourt PC reported that final negotiations were ongoing with the planning authority regarding the landscaping project and that the scheme was likely to be approved. Permission from the neighbouring freeholder is also required for the proposed scheme and discussions continue. The scheme would cost about £25,000 and would include pollarding the tree. Discussions would be held regarding fundraising.

Action: TY to follow up and report on progress at next meeting.

5.6 Faculty for the removal of the pulpit PC reported that an antique company had approached us about the possible purchase of the pulpit. A resolution to obtain a faculty for the removal of the pulpit was proposed by Grace Hoskin, Churchwarden, seconded by Tamara Katzenbach and passed unanimously.



Action: GH to investigate the application for a faculty.

5.7 St Mary-le-Strand PC had held a meeting with the churchwardens of St Mary-le-Strand with a view to create an Anglo-Catholic 'church plant' there in association with St Matthew's and Anglican Catholic Future.

6 Finance

6.1 Sale of Marguerite's flat TY reported that the sale of Marguerite Greatorex's flat had gone through successfully and paid a huge vote of thanks to Sebastian Lyle for all his work and advice. The flat was sold for £495,000 and approximately £450,000 was in the church account having deducted the expenses from Marguerite's estate which were incurred to secure the sale of the flat.

TY had met Victoria Goodlad and Sebastian Lyle regarding establishing a trust in accordance with what was agreed earlier. TY would bring firm proposals for the trust to the next meeting.

Action: TY to bring draft Trust proposals to the next PCC meeting.

6.2 Conference Centre The Conference Centre had made a profit of almost £40,000 in the first five months of 2014 compared with a total profit of £27,000 in 2013. There has been an increasing number of new customers and repeat business from Government departments etc. is holding up well. The lavatories will be refurbished over the summer, as part of the ongoing maintenance by SMCC. This is expected to cost in the region of £20,000.

6.3 Finance There was a healthy surplus of £11,000 in the first quarter excluding income the Conference Centre. £100,000 was held in the PCC account and there was £450,000 in capital. Although the financial position was good, TY reminded the PCC that there were no reserves at present and the PCC was not yet paying its full Common Fund. PC proposed a vote of thanks to TY.

7 **Fire risk Assessment** GH reported that TY and Claire Pinney, Administrator, had started working on the work required by the fire risk assessment. Contractors had updated the fire alarm panel and further progress was expected soon.

8 Just Festival Westminster Update

AC presented the update on the Just Festival Westminster on behalf of RB:

- Sponsorship from SMMT (Society of Motor Manufacturers and Traders) of £3,000 had been received together with up to £1,000 inclusive of Gift Aid from individuals so a total of £4,000 was available. Costs were expected to be no more than £6,000, with the shortfall funded by ticket sales.



- The programme had been finalised and had now been publicised online via a dedicated website, flyers which would be distributed across the parish, and a banner had been put on the front railings of the church.

JK was organising the rota for stewards.

The future of the festival would be on the agenda for the next meeting.

9 School Report

RJ presented a report on the activities of St Matthew's School in recent months since she had started as Headteacher in January 2014. The school had just been recognised as a 'Healthy School'. A presentation had been made to Mary Playle after thirty years of service to the school as a teaching assistant. The new school library, (supported by the church congregation in 2013), was looking very good. It had been a very busy time and included the following activities:

- Rewarding excellence – positive praise for good behaviour through sending a postcard to the pupil' homes.
- Safer Internet Day to encourage using technology safely.
- A Phonics Workshop for parents.
- A Book Week and poetry competition
- A visit from the Transport Minister in connection with a competition to design the vehicle of the future.
- Year 5 visit to Sayer's Croft in Surrey
- House points were awarded with a special 'house treat' per term.
- Scooter racks had been installed as it had been found that if pupils used their scooters to come to school, it encouraged better time-keeping.
- The school choir had been singing at Cadogan Hall.

RJ considered that more marketing was needed for the school and that this was an area in which the school and the church could collaborate.

10 Outreach

PH reported that given the church's improved financial status that the PCC should be supporting more community outreach. The 'Moot community' had previously supported the King George Hostel by providing 'sponsor packs', a weekly gift box of essential supplies from individual members for new residents. John Hoskin would review the proposal to do this. It was agreed to take this initiative forward in principle by the PCC.



St Matthew's Westminster

SC suggested producing some cards for people when they were visited in hospital so that they had a physical reminder of the visit and the church community by their bedside. This was agreed.

It was also suggested that the church should support a specific project through a retiring collection each month.

Action PH to report on the review of each of these outreach activities at a future meeting.

11 Any Other business none

12 Dates of future meetings

Tuesday July 8th

Monday September 15th

Tuesday November 18th