



**Minutes of a Meeting of the Parochial Church Council  
held on Tuesday 8 July 2014**

Present: Fr Philip Chester (PC) (Chair), Alastair Calcutt (AC) Suzanna Corbette (SC), Maria Gayle-Rogers (MGR) Grace Hoskin, (GH) (TK) Jane Kennedy (JK), Simon Lello (LL) , Lee Lieske (LLk) , Susan Lawson (SL) Hilary Rowland (HR), Toby York (TY).

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

**1 Apologies for absence**

Apologies for absence were received from Jonathan Aitken (JA), Fr Peter Hanaway (PH), Rachel Jewitt (RJ) Liz Lyle (LL) Eithne Risner (ER), Rachel Whittaker (RW), Steve Willis (SW)

**2 Minutes of the Meeting held on 20<sup>th</sup> May 2014**

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

**3 Matters arising**

**7. Fire risk assessment** The fire alarm had been fixed, fire doors were being identified and the PAT electrical testing had been completed.

**5.5 Church forecourt** A faculty had been submitted to the DAC for the forecourt project.

**5.6 Faculty for the removal of the pulpit.** A meeting had been held with the architect and so it was agreed that the pulpit removal would be included in the faculty for other future work.

**4 Report of the Parish Priest**

**4.1 St Mary-le-Strand** Meetings with the churchwardens of St Mary-le- Strand regarding a future partnership with St Matthew's for the renewal of ministry had been positive. The Archdeacon was supportive and a meeting with the Archdeacon would be held by the end of July.

**4.2 Anglican Catholic Future** PC was helping to organise the first national festival of Anglican Catholic Future on 13 September at Southwark Cathedral and encouraged the PCC to attend and take flyers for the event. The festival included some good speakers who would promote the creative, credible Catholic vision.



**4.3 Recent crimes at churches** There had been break-ins at St Stephen's, Rochester Row and St Luke's, Chelsea. The Burne-Jones window at St Stephens; had been damaged. PC reminded the PCC of the need to be aware of security at St Matthew's.

**4.4 Pastoral assistants** PC expressed his gratitude to the two pastoral assistants, Ross and Raymond, who had worked so hard over the past year. He was looking forward to welcoming Cameron Abernethy and Vanessa Hadley-Spencer to St Matthew's.

Edward and Kate Barlow would also be leaving the parish as Edward was going to train for the priesthood at Durham. PC would arrange a date to say farewell to them.

**4.5 Community issues** PC had been asked to chair the next meeting of the local community re the soup kitchen issue. The organisers of the soup kitchen were keen to connect with the church.

## 5 Finance

**5.1 Current financial position** TY reported that the net income for the church excluding the conference centre half way through the financial year was £15,408, which was better than in 2013 when there was a small deficit at the same point. The net cash position was £574,409, of which £455,000 was net proceeds from the sale of the flat.

Net profits from the conference centre stood at £47,814 for the first half of the year. A payment of £5,000 has been transferred from the company to the PCC general funds.

£5,000 of the loan from the Archdeacon had been paid, leaving £10,000 outstanding.

**5.2 Endowment fund** TY reported that PC and TY met Loraine Miller on 27th June 2014 to discuss the Greatorex Fund. Loraine attached no particular conditions to the variation in terms of how the PCC might spend the funds, and would be content for both income and capital to be spent (i.e. such that the funds would be an "expendable endowment for general purposes", rather than constituting "permanent endowment"). It was agreed that for accounting purposes, the fund should be treated separately from the PCC's general fund to ensure that



the PCC is capable of demonstrating to Loraine that her wishes have been implemented, and that the funds are being put to a proper use. Loraine accepted that dealing with the funds in this way does not, however, provide formal protection from a legal standpoint.

**5.3 Fund accounting** TY explained that members of the PCC were all trustees of the church and had a responsibility for the assets and funds of the PCC. The financial funds were subdivided as follows:

**Expendable Endowments £455,776** – Creatorex Trust (see above)

**Restricted funds £6,924** – These funds consisted of small amounts, some of which were historical e.g. the Canon Atlay Memorial Fund and others were for specific items such as the organ. The Gerard Irvine Memorial Fund consisted of the remains of the money raised by the tablet appeal.

**Unrestricted £115,011** – General Fund of £66,741 for income and expenditure and the Trevelyan Trust of £48,270 relating to the excess of income over expenditure on the house.

It was agreed that there was a need for a reserves policy.

**5.4 Capital expenditure plans** TY presented a high level list of suggestions for capital expenditure in the coming years. Security improvements, IT infrastructure, church hall loos and redecoration and lighting were considered as initial priorities. Plans were already in place for the church hall loos to be undertaken by St Matthew's Conference Centre Limited over the summer.

**The PCC approved expenditure of £18,000** for IT infrastructure (£10,000) and security systems (£8,000).

**5.5 Use of the tower** Lydia Bauman, artist in residence, had moved out of the tower. Mark & Dan Risner would be using the tower as a base for their new architectural studio, paying a rent of £350 per month. They would also provide four days' work per month for the benefit of the church.

The Quinquennial Architect has reported that the weight of the bell tower was causing rain water to "pool" on the tower roof, which was the likely cause of leaks in the tower. Roof repairs would be part of a rolling programme funded from the budget already approved by the PCC.



## 6. Common Fund contribution

The Area Dean (PC) had written to the treasurer (TY) with a suggested target figure of £40,000 as contribution to the Common Fund in 2014. The full cost of a priest and together with a contribution to other diocesan costs was £75,000 per year less £7500 for accommodation. £35,000 had been paid in 2013. After a discussion to determine whether or not an additional amount to the proposal from the Area Dean could be paid or not, it was proposed by HR and seconded by AC, that £45,000 should be paid to the Common Fund. The proposal was carried with one vote against and two abstentions.

TY would explain to Mary Spredbury (Archdeaconry Finance Adviser) that the church was starting to emerge from a period of austerity and was working towards greater financial stability.

TY considered that as the conference centre was so busy together with the use of other parts of the house for income generation, that there was some slight 'overtrading' which could cause some conflict with the main purpose of the church. Overtrading caused quite a difficult situation.

**Action: TY to write to the Area Dean and Mary Spredbury re the agreed contribution to Common Fund.**

## 7. Safeguarding policy

JK explained the minor changes in the most recent version of the Diocesan policy statement on safeguarding, which had been circulated to the PCC. GH proposed and MGR seconded that the new policy statement be adopted.

As Kate and Edward Barlow would be moving to Durham shortly, a new Children's Champion needed to be appointed. GH had invited Miriam Cook to be the new Children's Champion and was awaiting her reply.

## 8 Just Festival Westminster review

PC paid a huge vote of thanks to RB for his work on the first 'Just Festival Westminster'. PC proposed to the PCC that a similar festival should be held in June 2015. The organiser of the 'Just Festival' in Edinburgh was moving to London



## St Matthew's Westminster

and would help St Matthew's with the festival. PC proposed that the festival should be extended to ten days and be held in multiple locations, from 10-21 June.

Feedback on the festival included:

- 'Music in the garden' was very successful and the composer was pleased with the premier of his work.
- It was disappointing that more people from outside the church community had not attended events,
- The working population was a target group for 2015.
- A steering group was needed for the festival in 2015 involving people from the church community and from outside.
- A special event or children linked to the school was needed for 2015.
- Awareness raising of the festival should be done throughout the year.

### **9. Any Other business**

**9.1 Revue evenings** With the emphasis on the concerts in the festival, MGR asked if the 'Revue' evenings would continue and PC confirmed that they would still be held.

**9.2 Church weekends** Wychcroft had been booked from 21-23 November 2014 and 2-4 October 2015.

**10. Dates of future meetings** Monday September 15<sup>th</sup>, Tuesday November 18<sup>th</sup>