



St Matthew's Westminster

Parochial Church Council Minutes of the meeting held on Tuesday 24 March 2015, 6.30pm in the Trevelyan Hall.

Present: Fr Philip Chester (Chair), Maria Gayle-Rogers, Fr Peter Hanaway , Grace Hoskin, Tamara Katzenbach, Jane Kennedy, Simon Lello, Lee Lieske , Sue Lawson, Liz Lyle, Hilary Rowland ,Steve Willis, Toby York.

In attendance; Cameron Abernethy, (Pastoral assistant)

Raymond Baudon & Katherine Newbigging were present until the end of the presentation under item 4.

1 Apologies for absence

Apologies were received from Alastair Calcutt, Rachel Jewitt, Rachel Whittaker and Eithne Risner,

2. Minutes of the Meeting held on 26 January 2015.

The minutes were agreed and signed a true record.

3. Matters arising

There were no matters arising.

4. Just Festival Westminster 2015

Katherine Newbigging, Director of the Just Festival reported that fifty per cent of the funds required had been achieved and so the festival could take place. Details of the programme had been circulated to the PCC and consisted of a wide range of events. Simon Lello expressed concerns about some of the proposed activities and considered there should be more arts events. Katherine had not yet completed the revised terms and conditions for participants following feedback from the Festival Committee. It was agreed that there should be a festival service.

Katherine Newbigging and Raymond Baudon left the meeting.

5. Report of the Parish Priest

a) St Mary-le-Strand

Fr Philip reported that there was still some basic work to be done regarding the partnership with St Mary-le-Strand.



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b) Pastoral assistants

Advertisements for the pastoral assistants for 2015–16 had been published. Both Vanessa and Ollie (based at St Stephen's, Rochester Row) had left during the year and Fr Graham Buckle was keen to discuss plans for the coming year.

c) Growth

Fr Philip was pleased that two people would be baptised and six people (including those to be baptised) would be confirmed at the Easter Vigil at St Paul's Cathedral. Cameron Abernethy was among those to be confirmed and he was thanked for his work with the children.

d) Mission Action Plan

Fr Philip presented his initial outline for the Mission Action Plan for 2015 based on the following themes taken from Acts 2.42; the Apostles' teaching, fellowship, the breaking of bread and the prayers. The template would be presented to the APCM as a template for the coming year. A more extensive mission action plan based on the template would be developed by the PCC, taking a different theme at each meeting. Initial feedback indicated that the Plan needed an outward focus and the relationship with the school to be included.

Action: All members of the PCC to provide feedback on the Mission Action Plan to Fr Philip.

6. Annual report and accounts

Toby York presented a draft of the annual report and accounts to the PCC. The 'review of the year' had been expanded to ensure that the activities were captured for the historic record, given that so much information was now only held online. Liz Lyle asked for more information about the school to be included and she agreed to liaise with Rachel Jewitt and to provide a revised draft within the next week.

There was a net increase in funds during 2014 of £54,000 and an increase in the endowment funds of £20,000. Included within the increase in funds of £54,000 was a surplus from the Clergy House of £26,000 (2013: £19,500) and profits generated by the Conference Centre of £60,935 (2013: £27,865). The endowment fund constituted the flat left to the PCC by Marguerite Greatorex. The flat was sold during the year and proceeds from the sale invested in a mix of ethical equity funds.

Continued generation of surpluses was predicted for 2015.

Toby paid tribute to the Parish Administrator, the Pastoral Assistants and the Conference Centre staff who had all worked very hard throughout the year assisting with income generation.



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The conference centre had invested in a new AV system, new Wi-Fi/networking system had been installed throughout the conference centre and Clergy House.

Toby was very grateful to Jo Abdul-Rahim, the independent examiner, for examining the accounts without a fee.

Action: Fr Philip would write to the independent examiner to thank her.

7. Finance

- a) **Forecourt** Toby York reported that the forecourt project could not go ahead yet as full permission had not yet been granted. It was suggested that the left hand railing could be removed to enable a coffee van to be installed during the Just Festival .
 - b) **Lighting** Toby had consulted John Barnes, the architect and a lighting designer about new lighting for the whole of the church, including the Lady Chapel and the exterior. Two site visits to other churches had been made. It was agreed that the church should be re-decorated at the same time. The total cost of the project had not been finalised but it could be £100,00. Fr Philip suggested having a public appeal to raise money for this project.
 - c) **Refurbishment of WCs** This project would be financed by the Conference Centre. Toby reassured the PCC that all the three projects were feasible given the total funds of £500,000.
 - d) **Common Fund** Grace Hoskin re-iterated the need to pay the Common Fund in full in 2016 as funds would be available as a result of the interest from Tudor Roberts' legacy. £45,000 is being paid in 2015 which is substantially short of full costs but £5,000 more than originally pledged to the Diocese for 2015. Toby York considered that the Common Fund could be paid in full from 2016 but that this would be dependent upon continued generation of substantial surpluses in the Clergy House and conference centre, neither of which was assured.
 - e) **Conference Centre income** The Conference Centre was largely reliant on clients from the Public Sector and the imminent General Election raised uncertainty of the future budget for these organisations which could be cut.
8. **Fire risk assessment work – update** Grace was waiting to receive a report from the fire risk company following the improvements which had been made in the last year. Many



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improvements had been made and all the appliances had been PET tested which had reduced the fire risk.

9. Outreach to Ghana

Fr Peter proposed the possibility of restarting outreach to Ghana via the Bishop of Cape Coast, the Rt Revd Victor Atta-Baffoe. More clergy were needed whose salary was £75 per month. A monthly retiring collection could be held. Prior to starting the collection, an e-connection was required so that money could be paid direct to the Diocese.

10. Any Other Business

Fr Philip reported that it was easier and saved time producing a separate pew sheet each week and using the same order of service.

Jonathan Aitken was disappointed that there were no longer large print copies of the order of service. It was agreed that there should be large print orders of service with hard covers and more copies of the order of service should be printed. It was agreed that a separate order of service would be used in Advent and Lent with a return to a single service sheet outside these church seasons. It was also agreed that the Oremus sheet should be included in the single service sheet.

11 **Dates of future meetings:** APCM – Sunday April 26th, Tuesday May 12th, Wednesday July 15th; Monday September 14th; Tuesday November 17th