



St Matthew's
Westminster

Parochial Church Council
Minutes of the meeting held on
Monday 23 November 2015,
6.30pm
The Trevelyan Hall, St Matthew's

AGENDA

Present: Fr Philip Chester, Melanie de Blank Alastair Callcutt, Maria Gayle-Rogers, Grace Hoskin, Rachel Jewitt, Jane Kennedy, Simon Lello, Lee Lieske, Liz Lyle, Sue Lowson, Eithne Risner, Rachel Whittaker, Toby York.

In attendance: Michael Curran, Ryan Williams.

1 Apologies for absence

Apologies were received from Fr Peter Hanaway, Jonathan Aitken, Mary Brown and Steve Willis.

Fr Philip announced the resignation of Tamara Katzenbach and Margaret Withers.

2 Minutes of the Meeting held on 14 September 2015.

The minutes were agreed as a true record and signed.

3 Matters arising

There were no matters arising.

4 Report of the Parish Priest

4.1 Publication of minutes on the internet

After some discussion, it was agreed to publish the PCC minutes on the internet, after they had been signed at the following PCC meeting. If any confidential matter was discussed, a confidential minute would be produced for PCC members and church records, and the information would not be included in the published version of the minutes on the internet.

4.2 Archdeacon

Fr Philip would no longer be acting Archdeacon of Charing Cross from 1st January 2016, when the Venerable Luke Miller would start in that role.

4.3 St Mary le Strand

Fr Philip was about to appoint a new pastoral assistant at St Mary le Strand. He would be available at St Matthew's on Sundays. The administrator was Dave Wright and he would work closely with Claire Pinney. The church had been used for the switching on of the Christmas lights in the Strand. Joanna Lumley would be speaking at the church on Tuesday 1 December at 6pm.



4.4 Wychcroft

An enjoyable weekend had been held at Wychcroft at the beginning of October. Fr Philip explained that weekends away were important as that was how we grew together. He was considering opening it up to another parish in the future.

4.5 Mission Action Plan

Fr Philip, Grace Hoskin, Jane Kennedy and Margaret Robinson had agreed to form the Mission Action Plan working group. The group would meet in the New Year.

5 Finance

5.1 Forecasts for 2016

Toby York presented forecasts for 2016 showing a net surplus of £25,000 before capital expenditure of £150,000, resulting in a forecast net reduction in funds of £125,000. Key assumptions underlying the forecasts include:

- voluntary income remaining about the same in 2016 as in 2015.
- Income of £9,000 from the Tudor Roberts legacy.
- A significant increase in the Common Fund payment to full costs of £65,600.
- Capital expenditure of £150,000.
- Additional rental income of £11,500 from the coffee stand.

The forecasts were proposed by Rachel Whittaker, seconded by Alastair Callcutt and passed unanimously.

5.2 Management accounts for 9 months to 09/2015

There was a net deficit on for the period of £55,500, with income of £101,000 and expenditure of £150,000, which after other movements in funds resulted in a net movement in funds of £55,500.

Other movements in funds included an unrealised loss of £13,500 which is an accounting adjustment recording the change in market values of investments – it has no impact on cash flow, until the investments are sold, which is not expected as the investment strategy for equities is long term holding.

Cash was £550,200 at the beginning of the financial year and stood at £292,800 on 30 September. Net assets had only fallen by £13,771 as a result of changes in other assets on the balance sheet.

Retiring collections were included in the accounts but are not separately identifiable.

Consideration will be given to making this disclosure in future periods.

Income was also being received from the architects in the Tower, who were currently paying £350 per month and providing professional services of £650 per month to the church, in lieu of rent. The architects had provide the plans for the WCs, the church forecourt together with CAD plans of the whole site.

The Conference Centre had generated £21,000 profit and a further £15,000 likely to be paid to the PCC depending on profits for the remainder of the year. A total profit of £80,000 was predicted overall for 2015 out of which £40,000 has been paid for the refurbishment of the WCs. October 2015 had been one of the best months ever for the Conference Centre.



Plans for the church forecourt had been published on the church website and displayed on the church noticeboard. Two tenders for the project had been received for £37,000 and £44,000, and the lower of the two was approved. Authority to spend money on the church forecourt had been granted by the PCC at previous PCC meetings but members asked for additional scrutiny of the tenders before work commences.

5.3 Reserves policy

Toby York reported that having a reserves policy was a statutory requirement under the Charities Act. The Reserves Policy, which had been circulated to the PCC prior to the meeting, was proposed by Rachel Whittaker, seconded by Eithne Risner, and carried unanimously.

5.4 HR audit and risk assessments

The employment contracts for both employed and self-employed staff had been inspected by an HR advisor from the Diocese and were in good order. Toby proposed drawing up a risk register and undertaking a health and safety audit in 2016.

6 Commitment campaign – update

Simon Lello was thanked by the PCC for speaking so well about stewardship after Mass in November. The stewardship campaign had been reinforced through sermons in November. Simon would be writing to all current givers and sending a Gift Aid form and a special letter to those who do not give yet through envelopes or standing orders. Simon reported that congregational giving was going down as several people had left but he had also spoken to four new people and had received some one-off donations. Tokens were being designed to give people who had standing orders, and who wanted to put something in the collection plate. It was suggested that the PCC should develop a 'wish list' for item which the church needed to encourage further giving.

Fr Philip thanked Simon Lello for his valuable work on the stewardship campaign.

7. Lighting and re-ordering

Toby York reported that the detailed proposals for the new church lighting were subject to a faculty. Once the faculty has been received, the project could be put out to tender. The project would be overseen by the inspecting architect, who would recommend a contractor but it would be for the PCC to decide. There might have to be an extraordinary PCC meeting to award the contract once a faculty had been granted. A project manager would be needed for the work which would be an extra expense. Publicity for fundraising would be needed and it was also an opportunity for the congregation to be involved in fundraising. It was suggested that the retiring collection after the Parish Prom be donated to this project.

[The parochial church council agreed to proceed to apply for a faculty at its meeting on 23 November 2015 which was passed unanimously among those present and voting a resolution relating to the works and proposals. A copy of the resolution signed by the chair / secretary is included with this petition. There are 11 members of the members of the council /15 members of the council inclusive of churchwardens and Deanery Synod members.]



It was proposed by Alastair Callcutt, seconded by Grace Hoskin and passed unanimously that the PCC should apply for a faculty to improve the lighting throughout the church, remove the pulpit, replace the Lady Chapel flooring and remove the ceiling in the Side Chapel.

8 Repristination progress report

Grace Hoskin reported that the church would be washed and cleaned. The gilding would also be done which would cost £20,000. It was also suggested that the brick wall in the narthex could be replaced with glass and a brass balustrade.

Liz Lyle and Melanie de Blank agreed to be members of a fundraising group for the lighting and repristination projects.

9 Forecourt coffee van and planning permission for changes

A faculty and planning permission had been granted for the changes to the forecourt and the coffee van outside the church. The coffee van owner was very pleased. The project to redesign the forecourt would be put on hold until June 2016. The faculty for the work could be extended. There would be a tender process for this work and a preferred contractor chosen.

10 School report

Rachel Jewitt, Headteacher, reported on the recent activities at St Matthew's School. There was still a high level of mobility at the school. The Bishop of London had visited the school in September to open the entrance to the school and office.

The children had been on many visits including one to St Paul's Cathedral and been involved in many interesting activities. Cricket coaching had been provided by Marylebone Cricket Club and a well-known Olympic Triple jumper had visited the school and given a motivational talk.

The school had received an external review by the London Diocesan Board for Schools (LDBS) which had noted measurable improvements since the last Ofsted inspection. The school had achieved its best assessments ever. PCC members were encouraged to take posters to advertise the school locally.

It was suggested that school newsletters should be available in church. There would be a community carol concert by the school choir on 9 December to which all were welcome.

11 Any Other Business

- **Parish lunches** Grace Hoskin reported that there would be a parish lunch once a month in the winter as well. There was not always much support for the person providing the lunch in terms of practical help in clearing up or in the donations. It was noted that children could help clear plates etc in lieu of paying.
- **Rotas** It was noted that the same people volunteered to help on Sundays, doing similar tasks. PCC members were asked to encourage other people to be involved. Margaret Robinson had written job instructions for each role and team leaders would be assigned to



St Matthew's Westminster

each role. As the PAs had settled into their role, they would now be responsible for finding people to do the offertory and take the collection.

- **Garden** Eithne Risner asked for some volunteers to help her with the courtyard garden. Melanie de Blank agreed to help.

The dates of next meetings in 2016 will be sent to PCC members as soon as possible.