



# St Matthew's Westminster

## Parochial Church Council

### Minutes of a Meeting held on Tuesday March 5<sup>th</sup>, 2013

Present: Fr Philip Chester (PC) (Chair), Alastair Calcutt (AC), Maria Gayle-Rogers, (MGR), Susan Lowson (SL), Jane Kennedy (JK), Fr Peter Hanaway (PH) Lisa Martell (LM), Hilary Rowland (HR), Steve Willis (SW).

Rob Coupland (RC) (Pastoral Assistant) was in attendance.

The meeting opened with prayer.

#### 1 Apologies

Apologies for absence were received from: Jonathan Aitken (JA), Kate Barlow (KB), Liz Lyle (LL), Sebastian Lyle (SLy), Emily Norman, Headteacher, (EN), Toby York (TY). Rebecca Feeney (RF).

#### 2. Minutes of the meeting held on 30 January 2103.

The minutes were agreed and signed as a correct record.

Deleted:

#### 3. Matters arising

4.2 PC and HR to meet representatives from St Augustine's Queen's Gate. PC had spoken to the Revd Paul Cowley, Vicar of St Augustine's and would continue conversations.

**Action:** PC would arrange a dinner after Easter for people from each church.

4.4 PC to obtain details of lighting specialists.

6. School Governor vacancy. MGR and SL had both volunteered to become school governors.

8. JK to arrange final MAP group meeting. A meeting had been arranged for Sunday March 17<sup>th</sup>.

9.1 Clergy and Pastoral Assistants to draft instructions during Lent. To be done.

#### **4. Report of the Parish Priest**

##### 4.1 People

RC would attend a Bishop's Advisory Panel on May 7<sup>th</sup>.

Irene Mather, a member of the PCC had died recently and a Requiem Mass for her would be held during Eastertide on a weekday evening.

A Memorial Service for Justin de Blank was held on February 25<sup>th</sup>.

The Funeral Mass for Marguerite Greatorex would be held on March 19<sup>th</sup> at 11am.

##### 4.2 Coffee Van

Permissions were still being sought to change the frontage of the church. A meeting had been held to discuss the possibility of involving a charity for ex-offenders in running the coffee van. Sourcing of possible grant funding was being explored.

##### 4.3 St Matthew's Conference Centre

The Conference Centre had made a profit in February. Sam Rowland has been employed on a permanent part-time basis to undertake marketing work for the Conference Centre. PC asked if this could include strengthening understanding of the role of the conference centre with the church.

The Conference Centre Board has asked the PCC if members would promote the conference centre when talking to people outside the church community.

##### 4.4 St Matthew's Conference Centre: Ordinary Resolution of shareholders under the Companies Act.

PC reported on behalf of TY that there was a need to increase the authorised share capital of St Matthew's Conference Centre Ltd. An Ordinary Resolution was required under the Companies Act 2006. PC also explained that the one share in the company was still held by the Subscriber Shareholders and this needed to be resolved.

SL proposed that the PCC agreed in principle to the written resolutions for the purposes given below, subject to TY explaining these resolutions in detail to the Churchwardens who would sign the resolutions on behalf of the PCC. This proposal was agreed by PC and passed unanimously by the PCC.

The resolutions were needed for the following purposes as stated on the 'Written resolution of shareholders':

(a) To increase the authorised share capital of the Company from £1000 to £50,000 by the creation of 49,000 Ordinary shares at the price of £1 each ranking pari passu in all respects with the existing Ordinary shares in the capital of the Company;

(b) To grant the directors authority to allot the shares.

(c) To cancel the Ordinary Share of £1 issued but remaining unpaid by a subscriber shareholder.

**Action:** TY to explain resolutions to the churchwardens and for churchwardens to sign resolutions.

#### 4.5 Archdeacon's Visitation – Tuesday May 21<sup>st</sup>

The Venerable Jane Hedges, Archdeacon of Westminster would also be coming to St Matthew's for the Visitation as she is keen to visit all the parishes under the patronage of the Abbey. Dinner would be served after the PCC.

#### 4.6 Faith based & Charitable organisations in Great Peter Street

More church related organisations had moved into Great Peter Street. Another reception would be held after Easter as well as a short service at lunchtime for the groups. This would include the Christian Fellowship groups at the DfE and Home Office.

**Action:** PC to arrange reception and service for local church related organisations.

#### 4.7 Anglican Catholic Future

PC reminded the PCC that the launch of Anglican Catholic Future would be on Thursday April 18<sup>th</sup> at the Church of the Annunciation, Marble Arch. All PCC

members were encouraged to attend and to register their interest for ACF on its website.

#### 4.8 Parish Administrator and Assistant Treasurer

Lisa Martel would sadly be leaving the church after many years' service in the summer.

A leaving party would be held for her towards the end of June to celebrate her work.

### 5. Annual report and annual accounts

HR presented the annual accounts on behalf of TY.

- The format of the accounts had changed as the church was now using accrual accounting.
- The financial result was healthy with an income of £144,000 and expenditure of £128,000.
- 100% of the reduced Common Fund (£30,000) has been paid.
- The reduction in Common Fund was agreed with the Diocese as a result of the fall in income from the Conference Centre. The Common Fund would increase over the next five years. £31,000 had to be paid in 2013 and the church would start repaying the loan from the Archdeaconry this year.  
The Conference Centre had done well and its profits of £14,000 had been donated to the church.
- The £40,000 grant had not been used but was still available.

#### Risks

1. The church was very dependent on the Conference Centre but can be confident in receiving income.
2. The congregation saw the church looking in a comfortable position; planned giving needed to stay up. It was proposed that there was a series of sermons on giving by PH and Fr Peter Hyson.

**Action:** HY would liaise on timing of the sermons.

It was agreed that annual accounts could be passed to the independent examiner. PC thanked TY for putting the accounts in order and increasing the cost-effectiveness of running the church. SL would be asked to look through the accounts.

A PCC meeting would be held on Sunday April 7<sup>th</sup> to approve the audited accounts together with the annual report.

## **6. Revision of the Church Electoral Roll**

A full revision of the Church Electoral Roll would be undertaken before the APCM. Members of the congregation would be contacted via email and forms would be distributed in church.

## **7. School Report**

The School Governors had recently voted on the possibility of creating an academy of the Deanery schools in Westminster. St Matthew's School had received good results and the school roll was up.

The collection in aid of the School Library had already generated £300. This was the first of a new series of monthly collections for charitable purposes.

## **8. Retention of young people in church**

KB had started preliminary work on this project.

## **9. Revue evening**

A revue would be held in May /early June on a Saturday evening.

**Action:** MGR would check dates with her accompanist.

## **10. Any other business**

**10.1** It was agreed to develop the church's safeguarding policy after the full guidance had been published by the Diocese.

**10.2** The research project on the history of St Matthew's for the website was going well. JK had been reading correspondence of the first vicar of the church recently and a book by one of the curates had been obtained. (Fr Wilson - *Received With Thanks*).

**10.3** APCM - AC would be resigning as churchwarden and SW was willing to continue as churchwarden if necessary. There were vacancies for two PCC members if no existing PCC member resigned.

## **11. Dates of future meetings**

The next meeting would be held on Sunday April 7<sup>th</sup>. The APCM would be held on Sunday 21 April 21<sup>st</sup>. Future meetings after the APCM would be held on May

21, (Archdeacon's Visitation), Wednesday July 10, Monday September 16 and Wednesday November 20.