



St Matthew's Westminster

Parochial Church Council

Minutes of a Meeting held on
Tuesday 21 May, 2013

Present: Fr Philip Chester (PC) (Chair), Alastair Calcutt (AC), Maria Gayle-Rogers, (MGR), Fr. Peter Hanaway (PH), Jane Kennedy (JK), Lee Lieske (LLk) , Sebastian Lyle (SL), Hilary Rowland (HR) , Tamara Katzenbach (TK), Hilary Rowland (HR), Steve Willis (SW) ,Toby York (TY).

Lisa Martell (LM) and Rebecca Feeney (Pastoral Assistant) were in attendance.

1 Apologies

Apologies for absence were received from: Kate Barlow (KB), Grace Hoskin (GH) Liz Lyle (LL), Sue Lawson (SML), Emily Norman (EN), Eithne Risner(ER), Rachel Whittaker(RW) and Rob Coupland (RC) (Pastoral Assistant).

PC welcomed the Venerable Bill Jacob, Archdeacon of Charing Cross, who was attending as part of his Visitation and Canon Jane Hedges, Archdeacon of Westminster, to the meeting.

2. Minutes of the meeting held on April 7th 2013.

The minutes were agreed and signed as a correct record.

3. Matters arising

All matters arising were covered under other agenda items.

4. Election of PCC Vice-Chair, Secretary & Treasurer

AC was proposed as Vice-Chair by MGR, seconded by SW and elected.

JK was proposed as Secretary by TY, seconded by AC and elected.

TY was proposed by JK, seconded by HR and elected.

5. Report of the Treasurer

There was a deficit for the first 4 months of **£5,463** which compared to a surplus of **£2,631** in 2012 and a forecast deficit of **£2,600**. The main variances were:

St Matthew's House
20 Great Peter Street
Westminster
London SW1P 2BU

phone 020 7222 3704
fax 020 7233 0255
e-mail office@stmw.org
website www.stmw.org

- a large and unexpected organ repair bill of £3,100 which had made a bit of a dent in the figures.
- Utility bills were much higher than last year due to colder weather. This was despite having transferred our energy contracts to the Parish Buying Scheme.
- Income from the clergy house was down (quiet start to the year) and repair costs in the clergy house (roof mainly) were up.
- On a more positive note,
 - o the conference centre remained profitable (not reflected in the PCC accounts). Up to the end of May 2013, the conference centre had made £6,000 profit (although we should expect some losses over the summer).
 - o Giving remained robust, increasing again this year.
 - o The clergy house continued to generate income.
 - o Our inaugural Community Outreach Project, a new initiative which sought to raise funds for communities outside the church but with a close connection to us, was a great success. £460 was raised for our primary school to buy new books for the school library which it desperately needed.
 - o Professional marketing should help stimulate bookings.

Some thoughts for action:

- Promotion of the conference centre across our congregations.
- A search for trusts and funds to support the PA programme.
- Implement a system to allow guests to arrive in the house over the weekend and in early evenings (might we discuss this at the PCC as it is not something we can ask the PAs, or Piedad, to do)? This could generate a few thousand a year.
- Stewardship campaign (possibly Autumn 2103).

The Treasurer concluded that generally, there was no need for panic, only concern. The church was more up to date with paying expenses and meeting the obligations of running costs than ever before, and there was a cushion of cash to sit on if need be (over and above the £40,000 from the winding up of the trust fund in 2011).

PC praised the excellent accounts and also thanked LM for her work.

6. Report of the Parish Priest

- PC proposed that Sion Hughes-Carew become a Minister of Communion. This was agreed by the PCC.
- Rota forms still needed to be returned so that the Pastoral Assistants could compile the rota until the end of August.
- The PCC was asked to think of some other causes for the Community Outreach project.
- **Anglican Catholic Future** PC thanked PCC members for attending the launch of Anglican Catholic Future and the Pastoral Assistants for their help with the organisation. Centres were developing in other cities and PC requested help from volunteers.
- RC (Pastoral Assistant) had been accepted for training following his attendance at a recent Bishop's Selection Conference.
- **Revue** PC thanked MGR for arranging the 'Revue' the previous weekend and JK and PH for the presentation on the first vicar of St Matthew's.
- The summer lunch programme would be starting on Sunday June 2nd.
- **Foodbank** It had been suggested that St Matthew's should support the Westminster 'Food Bank' which was being run by Westminster Chapel. It was suggested that churches should have a lunch at which donations of food could be made.
Action: AC would liaise with Fr Peter Hyson regarding the scheme.
- **Reader Training** The cost of training of Readers was shared between the individual, the Diocese and the PCC. PC proposed that the PCC should pay £250 towards the cost of training Edward Barlow. This was agreed.
- **Coffee Van and forecourt** Unfortunately the pilot of the coffee van from 'Candocoffee' on the forecourt did not materialise. Another company was interested in the opportunity.

The redesign of the forecourt would cost between £20-30,000.

It was possible that funding might be available from the European Regional Development Fund, as a result of linking the overall improvement project with the aim of reducing energy costs. The

lighting consultants would be visiting the church the following day. The covered windows would not be opened up due to the high cost of the work.

- **Use of Social media** St Matthew's was on Facebook and was being tweeted (under the control of the church). The Archdeacon commented that website addresses/barcodes were often put on church notice boards outside the church.

Action: PC to investigate if website address and 'barcode' could be added to church notice boards.

- **Friends of St Matthew's** The next event would be a visit to Westminster Abbey on June 19th.
- **Artist in residence** Lydia Bauman explained how she wanted to engage with the congregation and public as she was working in the church tower. She was willing to give talks on art on a monthly basis at St Matthew's which would also increase the publicity for the Conference Centre. Her 'meetup group' on the subject of 'art for the uninitiated' had over 130 members. She was also willing to exhibit her work. PC suggested that a talk on art could also be a future 'Friends' event.

7. Canon Jane Hedges, representing our Patron, the Dean and Chapter of Westminster

Canon Jane Hedges explained her role as Archdeacon of Westminster in relation to the Abbey patronages. She found it a very good way of keeping in touch with the wider church. Canon Jane explained that the Abbey patronage churches should consider the Abbey as a 'friend'. Passes were available to enable members of the congregation to visit the Abbey without paying the entrance fee. She summarised a number of forthcoming events in connection with the celebrations of the 60th anniversary of the Queen's coronation: lecture, service, exhibition and open evening for the local community on 12 June. She publicised the Cellarium Cafe which was near the Abbey and the National Pilgrimage on 19 October.

8. Parish Visitation – The Archdeacon of Charing Cross, The Ven Bill Jacob

The Archdeacon said that he was generally encouraged following his earlier meeting during the Visitation and had been impressed with the financial management system. He reported that the Church of England was one of the most significant organisations in London; the total parish income in 2011 had been £106 million of which £22 million was raised for the Common Fund. He reassured the PCC that the Church of England

was not a failing institution financially in spite of the negative press reports and it was ahead of other Christian denominations. The Archdeacon was keen to find out from the PCC what they considered was going well, recent changes, the current challenges and areas for development.

Summary of PCC responses:

- Going well: Conference Centre, high standard of liturgy.
- Recent changes and developments: new financial system, development of Junior Church; more responsibility being taken by congregation rather than solely clergy led activities; the credit crunch had raised difficult questions; links had been made with small groups etc in the parish.
- Current challenges: raising income and achieving Mission Action Plan objectives.
- Areas for development: increasing giving, children's activities.

Rachel Whittaker and Sue Lowson joined the meeting.

9. Annual return to the Charity Commissioners

The Treasurer reported that the annual return had been sent to the Charity Commissioners following the APCM.

10. Any other business

Mission Action Plan – Printing the Mission Action Plan would be tabled at the next meeting.

Humidifier for the organ - PC reported that this work had been done.

Disposal of church pulpit – PC reported that a furniture company was interested in acquiring the pulpit. The DAC will be contacted and an application for a faculty will be made for its removal.

11. Dates of future meetings

PCC meetings would be held on Wednesday July 10th, Monday September 16th and Wednesday November 20th.

Summary of action points

6 AC would liaise with Fr Peter Hyson regarding the Foodbank.

6. PC to investigate if website address and 'barcode' could be added to church noticeboards.