



St Matthew's Westminster

Parochial Church Council

Minutes of a Meeting held on Wednesday July 10th, 2013

Present: Fr Philip Chester (PC) (Chair), Kate Barlow (KB), Alastair Calcutt (AC), Maria Gayle-Rogers, (MGR), Fr. Peter Hanaway (PH), Jane Kennedy (JK), Lee Lieske (LLk) , Sebastian Lyle (SL), Eithne Risner (ER), Hilary Rowland (HR), Rachel Whittaker(RW) 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: Jonathan Aitken,(JA) Grace Hoskin (GH), Liz Lyle (LL), Sue Lawson (SML), Emily Norman (EN), and Tamara Katzenbach (TK).

2 Minutes of the Meeting held on May 21, 2013

The minutes were agreed and signed as a true record of the meeting.

3 Matters arising

6 AC would liaise with Fr Peter Hyson regarding the Foodbank. PC thanked ER for delivering the donations of food to the Westminster Chapel

6. PC to investigate if website address and 'QR code' could be added to church noticeboards. PC had added the QR code and website address to the church noticeboard.

6. Church forecourt project TY reported that the project was ready to submit a planning application and a faculty for the work. The issue of the boundary between the adjacent property and the car park still needed to be resolved and any consents granted would be conditional upon obtaining agreement with the neighbouring landlord.

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It had also been agreed to open up the entrance to the conference centre on Great Peter Street.

S.106 funds for community infrastructure TY would investigate applying for Planning Obligation funds (S106) which could be available as part of the planning consent for two building projects in the vicinity.

Action: TY to contact Westminster City Council re s.106 funds.

10 Removal of church pulpit. PC was in ongoing discussion with the Archdeacon about the removal of the pulpit.

Rochester Row conference centre
RW mentioned a new conference centre was being opened in Rochester Row. Enver Sengul would be asked to review the local competition.

Action: TY to ask Enver Sengul to review local competition.

4. Report of the Parish Priest

4.1 The bequest of Marguerite Greatorex

PC reported that Loraine Miller of Church House, Westminster, had very generously agreed to sign away her life interest in the estate of Marguerite Greatorex. The Executors of the will were PC (in a personal capacity), Loraine Miller and Michael Fletcher (Marguerite's lawyer). As a result of Loraine Miller's action, the PCC needed to pass a resolution to give PC and two other PCC members the authority to vary the will.

Marguerite's estate consisted almost entirely of a leasehold property in Regency Street, Westminster, valued at approximately £400,000. There were additional liabilities on the estate including specific bequests, building repairs, legal and funeral expenses etc, which together amounted to approximately £25,000.

Failure to pass this resolution would lead to possible payment of Inheritance Tax by the end of August 2013 and the added costs and delay of the lawyers having to sell the property in order to meet the liabilities of the Estate.

In order for the PCC to retain control of the leasehold property, it was proposed by PC and seconded by HR that the PCC should discharge the liabilities of the estate and agree to the variation of the will.

This resolution was passed by the PCC.

4.2 Pastoral Assistants

Raymond Bauden and Ross Meikle would be the new Pastoral Assistants for 2013-14. RF would be moving to Camden for a second year as a pastoral assistant and Rob Coupland would be going to Westcott House, Cambridge to train for the priesthood.

5 Financial Oversight Group report

5.1 Finance report

TY reported a small deficit to the end of May and there had been no major changes since the previous PCC meeting in May. The Conference Centre profit over the last three months was the same as for the whole of 2012. June had been a good month for income from St Matthew's House. The church was not yet paying its way each month without support from other income streams.

It was suggested that conference centre clients could be invited to use the garden at lunchtimes during the summer.

5.2 Stewardship

A stewardship campaign would be launched on Sunday September 29th. In addition to requesting more regular giving, it would also be approached from the way we are called as Christians to manage our money.

5.3 FOG membership review

It was agreed to merge the FOG with the Standing Committee. As there had to be a Standing Committee, FOG members would become members of the Standing Committee together with JK, GH and SW, existing Standing Committee members who were not members of FOG. LM and ER agreed to stand down from FOG. HR would chair the new Standing Committee.

PC thanked TY and HR for their work in leading FOG and noted that financial management was more robust as a result of FOG's work.

6. Common Fund offer for 2014

PC, as Area Dean, agreed with TY that St Matthew's should increase the Common Fund payment to £35,000 in 2014. The increase was proposed by TY, seconded by RW and carried.

Action: TY to report agreement to Mary Spredbury at the Diocese of London.

TY reported that the generosity of the Diocese was continuing but St Matthew's should seek to make a commitment to pay the Common Fund

in full by 2018. This was a realistic target provided that the Conference Centre continued to increase in profit at the current rate.

The first £5,000 instalment of the £15,000 loan from the Archdeaconry needed to be repaid in 2014, which would make a total of £40,000 payment to the Diocese.

Underlying church income stands at £85,000 per annum; income from other commercial developments could make a difference together with potential future investment from Marguerite Greatorex's Estate.

7 School Report

PC reported that Emily Norman, Headteacher, would be leaving St Matthew's School in December 2013 to become head of the primary school attached to the church which she attends in Marylebone. Recruitment had started for Emily's successor. There would be an opportunity for the church to thank Emily in the future.

The 2013 SATs results had just been received which were very good for the school (90% pupils at Level 4 across Maths, English and Science). The number of pupils on the school roll had increased.

LL would be a new school governor, representing the PCC from September 2013 and MGR would be representing the Deanery in the future.

8. Fire risk assessment

A new fire risk assessment was needed for the church and house as a result of changes in statutory obligations. The responsible officer for fire risk was PC. A professional fire risk assessment would cost approximately £500.

Action: TY to arrange fire risk assessment.

Following a meeting with Ecclesiastical Insurance, the insurance arrangements for the church and the house were being reviewed.

9 Printing of Mission Statement

The Mission Statement would be printed on card in-house for launching on St Matthew's Day.

Action: PC to arrange printing of mission statement.

10. Revue Evening autumn 2013 – date and arrangements

It was agreed that the next St Matthew's Revue would be held on Saturday November 23rd and that the date would be advertised well in advance.

Action: MGR to arrange the Revue Evening.

11 Any Other Business

11.1 Foodbank

PC proposed sending an email to the congregation to increase awareness of the Foodbank and other similar issues such as Fairtrade which could be done on an individual basis, following consultation with LL on a possible policy statement.

Action: PC to meet LL to discuss policy statement.

11.2 Community outreach

PC reminded the PCC about supporting the Revd Jackie Cameron's 10km run in London in July in aid of the Bishop of London's Mission Fund. Each deanery in London had been asked to find a priest to run to raise money.

11.3 Bank mandate

The Parochial Church Council agreed to continue the operation of its bank accounts with HSBC Bank PLC and to amend the bank mandate such that Toby York (Treasurer) was added as a signatory to the bank accounts.

It was also agreed that Toby York (Treasurer) is to be made the Primary User under the terms of HSBC's Internet banking arrangements.

The resolution was proposed by SL, seconded by LL and carried. JK signed the resolution

12. Dates of future meetings

The next meeting would be held on Monday September 16 and then on Wednesday November 20th.

PC reminded the PCC of the St Matthew's Patronal Festival on Saturday September 21st at noon, followed by lunch.

Summary of action points:

3. TY to contact Westminster City Council re s.106 funds.

3. TY to ask Enver Sengul to review local competition.

6. TY to report agreement of Common Fund payment for 2014 to Mary Spredbury at the Diocese of London.

8. TY to arrange fire risk assessment.

9. PC to arrange printing of mission statement.

10. MGR to arrange the Revue Evening.

11. PC to meet LL to discuss policy statement.