



Parochial Church Council

Minutes of a Meeting held on Wednesday November 20th, 2013

Present: Fr Philip Chester (PC) (Chair), Kate Barlow (KB), Alastair Calcutt (AC), Grace Hoskin (GH), Tamara Katzenbach (TK), Sue Lawson (SML), Sebastian Lyle (SL), Jane Kennedy (JK), Lee Lieske (LLk), Eithne Risner (ER), Hilary Rowland (HR), Rachel Whittaker (RW) Steve Willis (SW), Toby York (TY).

Pastoral assistants: Ross Meikle (RM) and Raymond Baudon (RB) were in attendance.

1 Apologies

Apologies for absence were received from: Jonathan Aitken (JA), Maria Gayle-Rogers (MGR), Fr Peter Hanaway (PH), Liz Lyle (LL), Emily Norman (EN), Eithne Risner (ER), Steve Willis (SW)

2 Minutes of the Meeting held on September 16th, 2013

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

3 Matters arising

3. PC/TY to organise report prior to pollarding. The wrong report had been requested; a new report would be commissioned.

4. HR agreed to liaise with Lydia Bauman on the art talks. A successful talk on L S Lowry had been held.

7.1 PC and PH to devise the guidance for service duties. This was ongoing.

7.3 GH and ER would discuss future arrangements for catering. GH had liaised with ER.

4 Report of the Parish Priest

4.1 Liturgy

The clergy are undertaking a review of the liturgy to refresh our pattern and practice. Included in this is the addition of an extra Mass on Thursdays at 8am, and at the Sunday Mass the children will remain in church until after the Entrance hymn.

4.2 Weekly newsletter

From Advent Sunday an electronic newsletter would be sent out regularly on Fridays.

4.3 Christmas programme

Carol services would be held on Tuesday December 17th in the evening and Friday December 20th at lunchtime for the working community. Leaflets would be distributed around the parish and help was requested with distribution.

4.4 Reception

The PCC was invited to attend a reception on Thursday November 21st which new members of the congregation would be attending.

4.5 Candle holders

New candle holders had been ordered to decorate the church for Christmas.

4.6 School report

The school had been awarded a 'good' status by Ofsted under the new criteria following the inspection before half-term. Rachel Jewitt, current Deputy at St Barnabas' School Pimlico, had been appointed as the new Headteacher from January 2014. LL had started as a school governor.

4.7 Stewardship Campaign

It is proposed to hold the next Stewardship Campaign under a wider umbrella during Lent 2014 focussing on the vocation of the church and individuals to become what we are called to be.

5 Financial report

5.1. PCC accounts

PCC income was higher than in 2012 which was due to increased income from The Friends, St Matthew's House and the Conference Centre.

Gift Aid collection procedures were more rigorous and monthly claims were now being made. We might investigate claiming unclaimed Gift Aid from previous years. From April this year, it has been possible to claim Gift Aid on loose collections of up to £5,000 in any one tax year.

The combined total income is the strongest result for a long time.

5.2 PCC forecast 2014 for approval

TY explained that the increased projected income was based on increases in the donations for staying at St Matthew's House. The suggested donation was increased to £50 per person per night from November 2013.

The risk factors consisted of people not staying at St Matthew's House and a fall in Conference Centre bookings. These risks would be mitigated by the strong cash position (£100,000) and anticipated profit of £30,000 from the Conference Centre and more grants.

The improved financial position, together with the anticipated income from the soon to be formed Greatorex Trust, would enable the PCC to fund a full-time parish administrator.

The forecast was proposed by SL, seconded by TK and passed unanimously.

5.3 Update on the Greatorex Bequest

As reported at the previous meeting, the late Marguerite Greatorex left her flat in Regency Street SW1 to the PCC but with a life interest to Loraine Miller. Loraine has agreed to relinquish her rights to the life interest on the condition that proceeds from the sale of the flat are settled in a trust, independent of the PCC, for the benefit of St Matthew's Westminster.

SL had investigated a number of estate agents and recommended that Chesterton Humberts should be selected as sole agents. Once the property had been sold, the money would be managed by the independent trust. PC, Loraine Miller and Bishop Graeme Knowles would be the trustees. Victoria Goodlad was drafting the Trust Deed which would be circulated to the PCC.

6 Church administrator: PCC briefing

A paper on the proposed appointment of a church administrator had been circulated to the PCC prior to the meeting. GH reported that a church administrator could be appointed after Christmas to start in February/March 2014 depending on notice periods. This post was needed at a key turning point in the development of the church. It was essential to the mission of the church to have a focal point of co-ordination. TY was currently spending two days per week undertaking church administration.

The appointment of a church administrator was proposed by GH, seconded by HR and passed unanimously.

PC explained that he was working with the Archdeacon on a 'church plant' project at St Mary-Le- Strand. The focus of activity would be on weekday ministry during term time.

In addition to developing a new central London mission in the context of Anglican Catholic Future the project might also provide a focus for the pastoral assistants of the Two Cities Episcopal Area. The Archdeacon of Charing Cross has been helpful in exploratory discussions, as have other individuals and groups.

The proposal received an enthusiastic response from the PCC.

7 Fire risk assessment – agree appointment of responsible person

TY reported that 38 recommendations had been made following a fire risk assessment by Paragon, of which 37 recommendations were marked “high”. In effect, the church was currently in breach of legislation in some areas. PC was the designated the ‘responsible officer’ and a ‘responsible person’ was needed to manage the implementation of the recommendations.

Action: PCC members were asked to recommend suitable people for this role to PC; TY to send the recommendations to JK.

8 Inspecting architect - to make new appointment

The previous inspecting architect had resigned.

Action: GH to liaise with the Diocese regarding the appointment of a new architect.

9 Licensed lay ministry

PC had been approached by the Diocese with a request for payment of the annual fees for Edward Barlow’s Reader training. It was agreed that the costs should be shared between Diocese, the parish and Edward, which amounted to £265 per party, provided Edward agreed.

Action: PC to speak to Edward Barlow regarding his share of the fees.

10 Re-licensing of Tamara Katzenbach, Reader

TK would be relicensed as a Reader on Tuesday November 26 at St Paul’s Cathedral. PC invited members of the PCC to attend the service to support TK.

11 Any other business

11.1 Just Festival Westminster

RB had had a successful meeting with local City of Westminster Councillor, Louise Hyams, regarding the Just Festival Westminster. Cllr Hyams was very supportive of the festival which would have a focus on community building and it was hoped that some funding would be available.

Success would depend on financial support and individuals' time. RB was also going to meet the Society of Motor Manufacturers regarding sponsorship.

TK volunteered to help with the Festival.

12 Dates of future meetings

Tuesday February 4

Monday March 17

Sunday April 27 – APCM

Monday May 19 May

Tuesday July 8

Monday September 15

Tuesday November 18.

Summary of action points

3. **PC/TY to commission a new report regarding the tree.**
7. **PCC members were asked to recommend suitable people for this role to PC; TY to send the recommendations to JK**
8. **GH to liaise with the Diocese regarding the appointment of a new architect.**
9. **PC to speak to Edward Barlow regarding his share of the fees.**