



**Parochial Church Council
Minutes of the meeting held on
Monday 26 January 2015, 6.30pm in the Trevelyan Hall.**

Present: Philip Chester (Chair), Alastair Calcutt, Maria Gayle-Rogers, Fr Peter Hanaway, Grace Hoskin, Rachel Jewitt, Jane Kennedy, Simon Lello, Lee Lieske, Liz Lyle, Hilary Rowland, Rachel Whittaker, Toby York.

Raymond Baudon & Katherine Newbigging were present until the end of the presentation under item 4.

1 Apologies for absence

Apologies were received from Alastair Calcutt, Sue Lowson, Tamara Katzenbach, Eithne Risner, Steve Willis and Cameron Abernethy.

2 Minutes of the Meeting held on 19th November 2014

The minutes of the meeting held on Wednesday November 19th 2014 were agreed by the PCC and signed as a true record by Fr Philip.

3 Matters arising from the minutes of Wednesday November 19th 2014.

3. Revue evening A decision would be made on Sunday February 1st as to whether the event was still viable for 14th February.

4 (c) Parish youth worker. Fr Philip's discussion with Fr Graham Buckle was still pending.

8. Church forecourt project. Rachel Whittaker would ask if would be possible to construct a bicycle rack outside Tesco when she next met with members of Westminster City Council.

4 Just Festival Westminster 2015

Katherine Newbigging, Festival Director, and Raymond Baudon (former pastoral assistant) were welcomed to the meeting. Raymond had been chairing the festival committee to date and introduced Katherine as she had directed the Just Festival in Edinburgh. Prior to becoming its director, Katherine had acted a stage manager for the festival as a student.

Katherine presented an outline of the festival based on the proposal which was circulated to the PCC prior to the meeting. Katherine explained that she planned to work 3.5 days per week on the festival as director provided that there was adequate investment and sponsorship. Katherine said that she could be paid by invoice.

Fr Philip was pleased that there was a good committee for the festival including members of the church congregation. The PCC of St Mary-le-Strand was very supportive of the festival. There were several large institutions such as the Courtauld Institute, King's College, the LSE and the Royal Courts of Justice with whom the festival could engage.

In discussion, a number of points were raised by members of the Council:

- **Governance** Fr Philip highlighted the fact that there needed to be an **effective structure and clear accountability to the PCC**. A clear memorandum of understanding was required between the festival director and the PCC.
- **Legal/financial issues.** The festival falls under the jurisdiction of the PCC and does not have any separate legal status. Any expenditure was contracted by and would go through the PCC. Toby York would therefore need to be the treasurer of the festival. Legally, the PCC would be underwriting the festival. Expenditure could not be committed unless money had been secured, and all proceeds would be paid to St Matthew's.



St Matthew's Westminster

- **General management** There was a need for a risk assessment. A representative from St Mary-le-Strand would be needed on the Festival committee.

[Katherine Newbigging and Raymond Baudon left the meeting following the presentation and answering questions from the PCC.]

PCC response and next steps

The PCC subsequently discussed the issues which had been raised. It was agreed that the Festival objectives had to reflect the mission of St Matthew's and St Mary-le-Strand and be clearly understood by the congregation, together with reflecting the wider partnership with St Mary-le-Strand.

It was proposed by Toby York and agreed by the PCC that the PCC would agree in principle to the provision of a grant for a start-up fund of £5000, subject to satisfactory responses to a number of issues and requests for further information, and on the basis that there would be no further expenditure by the PCC beyond the initial grant.

It was agreed that the PCC secretary would draft the letter requesting further information as listed below and that the letter would be sent out in the name of Fr Philip and the churchwardens. Feedback to the questions would be discussed by the festival committee on Monday February 2nd. A Standing Committee would then be held to consider Katherine's response. The following information would be requested from Katherine:

- Clarity on the vision and objectives of the festival to ensure it is in line with St Matthew's Mission.
- A draft programme of events at each location.
- A risk assessment on the project as a whole
- A sensitivity analysis of the budget
- Evidence of the level of commitment to the project (time per week) by the Festival Director both if working for a fee and in a voluntary capacity if adequate sponsorship was not forthcoming.

A timetable for reporting to the PCC based on key project milestones.

A draft service contract between the Director and the PCC.

Action: PCC Secretary to draft letter to Katherine to seek further information about the festival.

5 Report of the Parish Priest

- a) Pastoral Assistant Vanessa Hadley-Spencer had decided to resign quite suddenly after Christmas. Fr Philip and Fr Peter would be looking for a suitable replacement candidate shortly. He thanked Rachel Jewitt for the school's patience in the meantime. It was agreed to send a card of thanks and appreciation to Vanessa.

Action: Fr Philip to arrange the card.

b) St Mary-le-Strand

The PCC of St Mary-le-Strand was keen to have a real working partnership with the congregation of St Matthew's, Westminster as opposed to being represented just through the clergy. It was agreed that there should be a party for both congregations and a representative of both churches on each other's PCC. Fr Philip would ask for volunteers for the PCC of St Mary-le-Strand at a later date.

c) Lent

It was agreed that the development of the new mission statement would be informed by teaching during Sunday sermons during Lent. The full Lent programme would be advertised soon.

6 Finance



a) Draft annual report

Toby York presented the draft annual report to the PCC. There was a net surplus of £75-76,000 of income over expenditure of £185,000 in 2014. The property which had been left to St Matthew's had now been sold for £495,000. The Endowment fund income increased by £20,000. St Matthew's was also aware of an outstanding legacy relating to a share of the income arising from a part of the estate of the late Tudor Roberts, following the death of his wife in 2014.

Fr Philip and Grace Hoskin thanked Toby on behalf of the PCC for preparing the 2014 financial report and accounts so efficiently. The PCC agreed unanimously to lay the accounts before the independent examiner.

The introduction to the annual report and the review of the year would be completed by the next PCC meeting.

b) Investment of funds

Resolution 1

The PCC resolved to invest £125,000 in the Kames OEIC Ethical Equity Fund B Class Shares.

Fr Philip Chester and Toby York were authorised to contract with Kames and its intermediaries on behalf of the PCC.

Resolution 2

The PCC resolved to invest £125,000 in the Ecclesiastical Amity International Fund B Class Shares.

Fr Philip Chester and Toby York were authorised to contract with Ecclesiastical Investment Management (EIM) and its intermediaries on behalf of the PCC.

The two resolutions were proposed by Rachel Whittaker, seconded by Liz Lyle and passed by the PCC unanimously.

c) Insurance

Both the church and St Matthew's House were now fully insured with Ecclesiastical Insurance. The Diocese has acknowledged that it does not own the House and so is not paying for the insurance.

7 Buildings & Development

Grace Hoskin reported that work was continuing following the fire risk assessment. Signs had been put up and more fire extinguishers had been installed. Grace was waiting for the latest report on fire safety. Fr Philip thanked Grace and Claire Pinney, the church administrator, for their work.

The problems with the heating system had been resolved and the lighting issue was being pursued.

The forecourt project could now go ahead.

8 With no further business, the meeting closed.

Dates of future meetings :

Tuesday March 24th;
APCM – Sunday April 26th,
(May meeting –tba)
Wednesday July 15th;
Monday September 14th;



St Matthew's Westminster

Tuesday November 17th.