



Parochial Church Council  
Minutes of the meeting held on  
Monday 14 September, 2015,  
6.30pm  
The Trevelyan Hall

**Present:** Fr Philip Chester, Melanie de Blank, Maria Gayle-Rogers, Grace Hoskin, Jane Kennedy, Simon Lello, Sue Lowson, Toby York.

**In attendance:** Michael Currans, Ryan Williams.

**1 Apologies for absence**

Apologies were received from: Fr Peter Hanaway, Lee Lieske, Margaret Withers, Alastair Callcutt, Liz Lyle, Mary Brown, Jonathan Aitken, Rachel Whittaker & Rachel Jewitt.

Fr Philip welcomed Michael Currans and Ryan Williams to their first PCC meeting at St Matthew's.

**2 Minutes of the Meeting held on 15 July 2015.**

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

**3 Matters arising *not covered by the Agenda***

Welcome Pack – Fr Philip and Toby York were currently working on the Welcome Pack together.

**4 Report of the Parish Priest**

**4.1 St Mary-le-Strand** Fr Philip reported that the Feast of Title on 8 September was well supported and a great success. An Administrator would be appointed soon, and a programme of events was being planned for 2016.

**4.2 Future events at St Matthew's**

\* 18 September - Bishop of London's visit to St Matthew's School to open and bless the new entrance and offices.

\* 21 September - St Matthew's Patronal Festival – 21 September. [Melanie de Blank volunteered to help Eithne with the catering Sue Lowson would help Jane serving drinks, together with the pastoral assistants.]

\* 2-4 October – Parish houseparty at Wychcroft.

\* 17 October – Edwardtide pilgrimage at Westminster Abbey: Mass, lunch at St Matthew's followed by Evensong.

24 October – Parish visit to Upper Clatford, Hampshire (Jane's village)



Fr Philip was also very keen to continue the Sunday lunches started in the summer, on a monthly basis during the winter, e.g. on the Feast of Christ the King. Melanie de Blank offered to provide lunch at the end of October.

**4.3 Lighting Project** The proposal from the lighting company was being explored and initial ideas had been circulated to the PCC. A meeting with the lighting contractors would be held after the PCC meeting. A six month lead time would be required for this project. Whilst the work was being undertaken, alternative arrangements would be required on Sundays; Fr Philip considered that the Trevelyan Hall could be used.

**4.4 Forecourt Project** No tenders for the work had yet been received, and there was still an outstanding permission required for the work to proceed. A coffee van would be in place at the front of the church in six weeks' time. Toby had applied for planning permission for the tree on the forecourt to be pollarded.

**4.5 Refreshment of the liturgy** Fr Philip had re-designed the Mass sheet so that there was more room for information. The St Thomas Mass setting would be introduced and melody copies had been bought.

## **5 Finance: Commitment Campaign**

Simon Lello, Parish Giving Officer, would be organising the commitment campaign over several weeks in November, which would focus on regular giving and encouraging legacies, culminating in the Mass on the feast of Christ the King (Sunday 22 November). As well as the financial aspects of the commitment campaign, it would be accompanied by a teaching programme covering the wider aspects of commitment to the Christian life at St Matthew's. It was agreed that those people who had standing orders/direct debits could be given small cards to put into the plate as it was passed round in lieu of an envelope/cash.

**Action: Ryan to check the supply of envelopes with Claire.**

## **6 Mission Action Plan**

No progress had been made over the summer with the mission action plan. Fr Philip would lead on the mission action plan together with a small group in the coming months.

**Fundraising** - Melanie de Blank volunteered to do some research for possible funding for the lighting project in the database of the Directory of Social Change. People experienced in writing bids for funding from trusts were also needed.

## **7 Report to PCC on Just Festival Westminster**

Fr Philip thanked Jane Kennedy for the report on the festival and the executive summary which had been circulated to the PCC. Fr Philip considered that the report highlighted the failures from the first year (2014). The most significant finding had been that a festival of this scale needed a much longer lead time for planning and organisation. The PCC had not taken ownership of the festival. The programme needed to be improved for any future festival with a smaller number of events. It would also have to have a clear vision, be planned within a Christian framework and



be owned by the PCC.

In spite of its shortcomings however, the 2015 festival had demonstrated that it was possible to run a festival over two sites together with its potential for the future. Given the uncertainty of the physical state that the church would be in during 2016 due to the lighting and forecourt projects, it was agreed to postpone the next festival at St Matthew's until 2017.

It was agreed that future festivals would be self-organised by SMW/SMLS and would not be linked to the Just Festival brand/organisation.

Fr Philip reported that Katherine Newbigging had worked hard as the Director of the Festival and he would write to thank Katherine. A vote of thanks was passed thanking Katherine Newbigging for her dedicated role as festival director.

**Action: Fr Philip to write to Katherine Newbigging.**

## **8 School report**

Fr Philip presented Rachel Jewitt's report. Rachel thanked the PCC members who visited the school on 15 July. Three new teachers and support staff had been appointed to the school. Two services would be held per year with Burdett Coutts Primary School and there would be a Harvest Festival on 21 October in church.

## **9 Any Other Business**

**9.1** Maria proposed holding another revue evening and calling it the 'Parish Proms. Fr Philip also mentioned the suggestion from Andrew McMinn to hold a 'Sound of Music' evening.

**Action: Maria to arrange date for Parish Proms with her accompanist, Jane and Fr Philip.**

**9.2** Jane reminded members of the PCC about the information evening for PCC members which would be held on Thursday 15 October.

**9.3** Friends of St Matthew's – A visit to the Supreme Court would be organised for the Friends, followed by refreshments at St Matthew's. Jonathan Aitken had volunteered to write the newsletter to the Friends.

**Action: Fr Philip to contact Jonathan re the next letter.**

## **10 Dates of future meetings: Monday November 23<sup>rd</sup>.**