



**Minutes of the Parochial Church Council held on
Monday 4 April at 6.30pm
At The Trevelyan Hall, St Matthew's**

Present: Fr Philip Chester, Jonathan Aitken, Melanie de Blank, Maria Gayle-Rogers, Grace Hoskin, Jane Kennedy, Simon Lello, Sue Lawson, Liz Lyle, Rachel Whittaker, Toby York.

Michael Currans and Isaiah Atwiine (pastoral assistants) were in attendance.

1 Apologies for absence

Apologies were received from Lee Lieske, Mary Brown, Alastair Callcutt, Rachel Jewitt, Eithne Risner and Fr Peter Hanaway.

Fr Philip welcomed Isaiah to his first PCC meeting.

2 Minutes of the Meeting held on 9 February 2016

The minutes were agreed as a true record and signed.

3 Matters arising

There were no matters arising.

4. Report of the Parish Priest

4.1 Easter Fr Philip considered that the activities and services during Holy Week and Easter had gone very well. The Lent programme had also been very successful with the films in conjunction with St Stephen's, Rochester Row, and the excellent lunchtime talks that had been given by Canon Jeremy Davies. It was agreed that the film programme would continue and the first film would be *'Heavens above'*

4.2 Lent appeal The appeal in aid of the church in Ghana had raised £400 together with an additional amount from the school. Fr Philip had been invited to become an honorary(?) Canon in Ghana by the Bishop of Cape Coast.

4.3 Andrew Sampson Andrew Sampson had tendered his resignation as organist after twenty years of loyal service from May as he considered he needed a break. There would be an opportunity to celebrate his work at a later date. William was willing to deputise in the future. The Standing Committee would produce proposals for the next PCC meeting.



4.4 St Mary le Strand Fr Philip reported that the new archdeacon, Fr Luke Miller, was now involved in assisting with the future of St Mary le Strand. He was proposing a rejuvenation of the North Bank. Bishop Rowan Williams would be launching a new series of conversations around the theme of '*Faith in the public square*' on 5 April. Further conversations would be held in May, on the theme of justice and in June, on the theme of Europe and nationhood.

It was suggested that there should be a representative of the St Matthew's PCC on the PCC of St Mary le Strand and that the Archdeacon be invited to a future PCC meeting.

4.5 Petertide ordinations Jamie Johnston would be ordained deacon at St Paul's Cathedral on Saturday 2 July at 3pm. He would be the new self-supporting minister at St Mary le Strand and would spend time at St Matthew's on Sundays.

Edward Barlow, a former member of the congregation and trainee Reader, would also be ordained at the same service and would be going to St Edward's, Turnham Green for his curacy.

Rob Coupland, former pastoral assistant, would be ordained at Chichester Cathedral and attached to St Michael's, Brighton, where Fr Gerard Irvine went after leaving St Matthew's. Kath Duce, present curate at St Stephen's, would be ordained priest at St Stephen's on 26 June. It was agreed that the success of the pastoral assistant scheme at St Matthew's should be celebrated with a reunion of the former pastoral assistants and articles about them in the newsletters.

Action: Fr Philip to ask Andrew Crawford to find out contact details of all the former pastoral assistants.

4.6 PCC elections Fr Philip encouraged all present members of the PCC to stand for re-election at the APCM on 17 April and to complete and return their nomination papers to Jane.

5. Mission statement

Comments were invited on the mission statement. It was proposed by Grace Hoskin, seconded by Rachel Whittaker, that the mission statement be formally approved and used for the welcome pack. The mission action plan would be developed strategically and would focus on the weekday ministry.

6 Annual Report and Annual Accounts

6.1 Annual report Fr Philip thanked everyone who had contributed to drafting the annual report. Additional information about children's ministry and safeguarding would be added together with a couple of minor amendments. Fr Philip asked if the annual report of the Deanery Synod could also be included and this was agreed.

6.2 Financial review

Toby York, Treasurer, presented a summary of the financial review. Key points included:

- Congregational giving was down on 2014.
- Income from the Clergy House was down.



- Turnover from the Conference Centre was up on the previous year but the total amount that had been paid to the church was reduced as £40,000 had been spent through the refurbishment of the WCs in 2015. The target for conference centre profit in 2016 was £70,000.
- The Common Fund payment for 2015 had been increased by 30% and it would be paid in full in 2016.
- There was a net deficit of £24,280 in 2015 as a result of the refurbishment of the WCs and further capital expenditure including repairs by the PCC.
- The reserves policy had been considered by the PCC, which was one of its statutory responsibilities.

In conclusion, Toby stated that the PCC was not a business, and that the net financial result is not an indicator of its success or otherwise. Neither did it indicate a specific trend and showed that funds were being applied to the life of the church and to develop a flourishing ministry..

6.3 Statement of financial activity

Toby York, Treasurer, presented the Statement of Financial Activity to the PCC, explaining that the balance sheet had been drafted in line with the new Financial Reporting Standard for Smaller Entities and Statement of Recommended Practice 2015 (FRSSE SORP201). The balance of funds at the year end were £596,062 and the net reduction in funds from the previous financial year was £19,908. Income from the material legacy of Tudor Roberts would be received soon. The Independent Examiner's report was kindly performed again by Jo Abdul-Rahim free of charge. As the conference centre turnover was under £0.5 million, the conference centre results were not consolidated into the PCC accounts, however, a disclosure of its income and expenditure was included voluntarily by way of note.

6.4 School report

Liz Lyle, school governor, representing the PCC, drew attention to work by the school in the previous year. Under the heading of belonging, the School Council, consisting of pupil representatives, had been functioning well. Under believing, Liz reported that the weekly school mass, Christmas events and the opening of the new entrance by the Bishop of London were highlighted and under achieving, it was reported that a SIAMs inspection was anticipated shortly as the previous inspection, when the school was awarded 'outstanding' status, was held in 2010. A further visit to the school by the PCC was suggested for 2016.

Fr Philip thanked Toby York for his clarity in the financial review and the accounts. The annual report, financial review and accounts were proposed by Toby York, seconded by Grace Hoskin and carried nem con by the PCC, subject to the changes which had been mentioned.

7 Update on lighting, security and re-ordering of the narthex projects.

7.1 Faculty A conditional faculty had been granted for the lighting, roof repairs, removal of the pulpit, remodelling in the narthex, decorating the church and the removal and raising of



the ceiling in the St Michael's chapel. The conditions related to the specific elements of the lighting and details of building materials to be used.

7.2 Project planning The following key activities had to be planned and organised:

- Fundraising
- Procurement – contract tendering
- Recruitment of a project manager
- A decision on the timing of the work – to commence before or after St Matthew's Day.
- Project liaison 'officer' to be appointed between the PCC and the contractors.

Together with the church forecourt project and to implement the advice which had been received on security, the total cost would be a further £100,00 - £150,000.

It was suggested that Jamie Johnston would be able to advise on how to keep the church open during the building work as he had been at St Martin-in-the-Fields during their building project.

Action: Grace Hoskin to arrange a meeting with Fr Philip, Simon Lello and Toby York to discuss project planning issues.

7.2 Fundraising Melanie de Blank and Isaiah Atwiine volunteered to help with fundraising. Advice would be obtained from the Capital Fundraising Adviser at the Diocese. It was estimated that £200,000 would be required for the whole project.

8 Any Other Business

8.1 Safeguarding Maria Gayle-Rogers had attended the Church Safeguarding Officer course run by the Diocese of London. The qualification was valid for three years. Maria raised the issue of adults taking photographs of children in church and the related data protection issues. It was agreed that a form for parents to sign, as required by schools, was needed.

Action: Michael Currans to speak to Miriam Cook.

8.2 Faculty for the coffee van. It was reported that a faculty was now required for the coffee van as the van had been in place for six months, It was therefore proposed by Toby York, seconded by Rachel Whittaker and agreed by the PCC, to petition for a faculty from the Diocese for the coffee van on the forecourt of the church.

8.3 Rent for the pastoral assistants' flat at St Matthew's School Fr Philip (school governor) and members of the PCC who were school governors (Liz Lyle, Sue Lawson, Rachel Whittaker) and the pastoral assistants left the meeting temporarily.

Toby York explained that the rent for the pastoral assistants' flat had not increased for three years. The school had proposed that the rent should be increased from £12,000 per annum to £13,200. The PCC had been asked by David Richard, on behalf of the Governors, if the increased payment could be backdated until September 2015. It was proposed by Jonathan Aitken, seconded by Grace Hoskin and carried by the PCC, to backdate the payment to 1 February 2016, as a compromise.



St Matthew's
Westminster

9. Dates of future meetings:

**APCM, Sunday 17 April, Tuesday May 17th, Wednesday July 20th, Wednesday September 14th,
Wednesday November 23rd.**