



Minutes of the Parochial Church Council held on
Monday 12 September
at 6.30pm at the Trevelyan Hall.

Present: Jonathan Aitken, Miriam Cook, Melanie de Blank, Maria Gayle-Rogers, Fr Peter Hanaway, Grace Hoskin, Fr Jamie Johnston, Jane Kennedy, Simon Lello, Sue Lawson, Liz Lyle, Abi Omotoso, Rachel Whittaker, Toby York.

In attendance: Claire Pinney (Parish Administrator), Michael Currans, Ryan Williams & Isaiah Atwiine (Pastoral Assistants).

1 Apologies for absence

Apologies for absence were received from Fr Philip Chester, Alastair Callcutt, Eithne Risner and Rachel Jewitt.

Simon Lello (Churchwarden) chaired the meeting as Fr Philip was representing the Diocese in Washington.

2 Minutes of the Meeting held on 20 July 2016

A few minor amendments had been made to the minutes since the draft version had been circulated to the PCC. It was confirmed that the request for a second quotation for the sacristy cupboards had been added. With this clarification, Simon Lello signed the minutes. Jane would circulate the final version to the PCC.

3 Matters arising

3.1 Quotation for the sacristy cupboards. Rachel Whittaker asked if the two quotations for the new cupboards could be circulated to the PCC with a recommendation following a review by the Standing Committee.

Action: Jane to circulate quotations to the PCC.

3.2 St Matthew's Day Simon Lello had been asked by Fr Philip to remind the PCC about St Matthew's Patronal Festival on Wednesday 21 September and the opportunity to bring a friend to the service. Nigel Groome, the new organist, would be playing for the service, as agreed at his interview. **Action: Fr Jamie agreed to discuss the arrangements for music with Fr Philip.**

3.3 Visitation report On behalf of Fr Philip, Simon Lello thanked and paid tribute in particular to Claire Pinney, Toby York, Grace Hoskin, Maria Gayle-Rogers and all others who contributed to the Visitation.



3.4 Strategy meeting There would be a review of mission following the Triennial Visitation at the Strategy Day on Saturday 8 October, from 10am – 1pm. Toby asked the PCC to look at the questions which he used in his presentation in July and would send 'Think pieces' prior to the event

3.5 Rotas Team leaders would be approached by Fr Jamie for the following roles: Lectors, Intercessors, Welcomers, Coffee makers and Sunday lunch hosts. Grace Hoskin reported that the Sunday rotas would revert to three monthly rotas from October.

3.6 Fobs It was agreed that there should be procedures in place on Sundays to ensure access to the Conference Centre when needed. The door to the Conference Centre from the narthex had been locked the previous Sunday before the service. Miriam Cook recommended that the door from the narthex to the Conference Centre be closed during Junior Church as this was safer.

It was agreed that the PA should open the door before the service and the welcomer ensured that the door was closed before the service started. The Junior Church leader would need a fob to open the door if a pastoral assistant was not available to open the door at the start of Junior Church.

Action: Ryan Williams to ask Margaret Robinson to incorporate these procedures into the new set of procedures for welcomers.

4 Report of the Parish Priest

In Fr Philip's absence, Simon Lello had covered key points from Fr Philip under Matters Arising.

5 Finance

The Treasurer, Toby York, reported that the Conference Centre had generated a surplus over the summer which was up on the year to date but down on the actual forecast. He would provide more details in October.

6 Update on the Lighting and Repristination project

Grace Hoskin, Churchwarden, reported that there was not much change on the previous report. The roof repair project was currently out for tender and the work was planned for the autumn. This project was being overseen by the inspecting architect. An appeal for money for the lighting and repristination project had not yet been launched.

7 Guidelines for ministries – review by Fr Philip

The new guidelines for various ministries had been completed by Margaret Robinson and agreed by Fr Philip.

Action: Fr Jamie to circulate the guidelines to the PCC via the PCC Secretary and



to approach the nominated team leaders for each ministry.

8. School report

Jane Kennedy reported on behalf of Rachel Jewitt that essential work had been undertaken over the summer for the Early Years and that a new Technology Room had been created for cookery. The new school website had also just been launched. Ryan reported that the PAs would no longer be running the Breakfast Club and would think about what else the PAs could do maintain additional links between the church and the school. Sue Lawson (School Governor) agreed to take forward the issues raised by Miriam Cook about the Breakfast Club.

9. Procedures for evacuation from church

Following the recent tragedy in a church near Rouen when a priest was attacked and murdered, Jane Kennedy raised the issue of evacuation from the church in case of any emergency, as there were no procedures currently in place. She had asked Alastair Callcutt to check if there were any official guidelines published by the Church of England and there did not appear to be any. Ecclesiastical Insurance had templates for procedures on their website. Rachel Whittaker suggested inviting the 'safety expert' from Westminster Abbey to meet a small working group at St Matthew's to help with a risk assessment and procedures. Simon Lello, Rachel Whittaker, Jane Kennedy and Miriam Cook agreed to form a small working group to take this work forward.

Action: Rachel to contact Westminster Abbey and send details to Jane.

10. Action points from the Triennial Visitation report

The Triennial Visitation report had been circulated prior to the meeting and it was considered to be very good. Simon Lello explained that the required Tasks were graded 1 to 3 in priority importance. There were two Priority 1 tasks which were :

Fire Risk and Safeguarding.

- Regarding Fire Risk, Claire Pinney advised that there was an error in the Visitation Report and that the Fire Risk Assessment recommendations had in fact been implemented. Grace Hoskin concurred. A clarification should be sent to the Diocese.
- Regarding Safeguarding Risk, this had been highlighted at the Visitation by both the PCC and by the Churchwardens in private session. The Archdeacon would facilitate a follow up with the Diocesan Safeguarding Team to ensure confidence and compliance.

Items ranked 2 and 3 would be worked on in the coming weeks.



The churchwardens and the PCC were responsible for ensuring that all the action points were completed. The PCC was reminded that safeguarding was the responsibility of all members of the PCC.

Although the report was very positive, both Sue Lawson and Jonathan Aitken considered that the PCC could not risk becoming complacent.

There were several omissions from the report itself:

- Concerns about safeguarding on weekdays and the need for training in the report itself (a reference was made to this in the action points)
- Demographics of school requirements (mentioned at the School Governors' meeting)

Fr Peter explained how the church engaged with people on the streets in the area during the week. This issue would be taken forward at the Strategy Day.

One of the action points was to consider having a legacy policy. Toby explained that it would involve having conversations with people about leaving legacies. It was agreed that this could be combined with the next stewardship campaign.

11. Any Other Business

11.1 Retirement of the Bishop of London Jonathan Aitken asked if St Matthew's would mark the retirement of the Bishop of London in some way.

11.2 New temporary organist Maria encouraged members of the PCC to introduce themselves to the temporary organist, Robert Cooper, after services.

11.3 Links with the local working community Fr Jamie reported that social occasions on weekday evenings would be organised for links to be made with neighbours working in the parish. The PCC members and congregation would be invited.

11.4 Preparation for the Strategy Day Abi asked about preparation for the Strategy Day. The PCC was asked to think about what St Matthew's represented and look at the questions which Toby had used in his presentation in July. Toby would also send out 'think pieces' to the PCC prior to the Strategy Day.

Action: Toby to send Think Pieces to Jane to circulate.

12. Dates of future meetings: Wednesday November 23rd