



Minutes of the Parochial Church Council meeting held on
Wednesday 23 November
at 6.30pm at the Trevelyan Hall.

Present: Fr Philip Chester, Jonathan Aitken, Mary Brown, Miriam Cook, Maria Gayle-Rogers, Rachel Jewitt, Fr Jamie Johnston, Jane Kennedy, Simon Lello, Sue Lowson, Rachel Whittaker, Toby York.

In attendance: Isaiah Atwiine (Pastoral Assistant)

1 Apologies for absence

Apologies were received from Fr Peter Hanaway, Grace Hoskin, Claire Pinney, Eithne Risner, Abi Omotoso, Liz Lyle, Alastair Callcutt, Melanie de Blank & Ryan Williams.

Fr Philip welcomed Louisa Pau to the meeting.

2 Minutes of the Meeting held on 12 September 2016

Following a minor amendment, the minutes were agreed as a true record and signed by Fr Philip.

3 Matters arising *not covered by the Agenda*

7. Guidelines for ministries – The guidelines had now been finalised and would be implemented in the New Year. Fr Jamie would now contact all the team leaders for each ministry.

4 Report of the Parish Priest

4.1 Sacristy cupboard – The Standing Committee had reviewed the quotes for new sacristy storage and had agreed that it was not currently affordable.

4.2 Pigeons - The Standing Committee had also considered a solution to reducing the large number of pigeons in the vicinity of the church. The issue would be referred to the Standing Committee and quotes would be obtained.

4.3 Director of Music – The appointment of the new Director of Music, Nigel Groome, was approved and it was agreed that he would be able to attend PCC meetings, ex-officio, without voting rights.



5 Finance

5.1 Forecasts Statement of Financial Activities for the period ending 2017 (for approval by PCC)

Toby York, the PCC Treasurer, presented draft forecasts for 2017 for consideration and approval by the PCC.

The draft forecasts indicated gross income of £358,150 and gross expenditure of £358,335, leaving a breakeven cash position for 2017. Although surpluses had been generated in recent years, annual expenditure had increased by about £140,000, predominantly from increased staff costs (parish administrator/director of music), together with commitment to pay full Common Fund (and increase of £37,000).

The forecasts did not include any estimate of gains on investment assets.

Toby York underlined that any further increases in expenditure would have to be met through additional income. This point was underlined by the Churchwarden, Simon Lello, who stated that the church had to live within its means and this would be the pattern for the future. Fundraising was still on the agenda for capital projects which included the development of the church forecourt.

The forecasts for 2017, including the net income and expenditure budget, were proposed by Toby York, seconded by Jonathan Aitken and authorised by the PCC.

5.2 Reserves and major risks (for review and approval by PCC)

Toby York presented the review of the Reserves Policy, which was a statutory requirement for the annual report. Toby continued to recommend an aspiration to maintain general reserves of £175,000 to provide adequate cash flow.

The reserves policy was proposed by Mary Brown, seconded by Fr Jamie Johnston and approved by the PCC.

Toby presented the major risks and financial management review. The major risks continued to be safeguarding (children and vulnerable adults), fire safety and sudden and unexpected building costs. The financial management policy met the requirements of the Charities Act 2011 and the Charity Commission's relevant guidelines.

5.3 Management accounts for Q3 (for information)

Toby York presented the Giving and finance dashboard graphs for the third quarter which had been explained in detail at the July meeting. Toby York asked the PCC to note the management accounts for the period ended of September 2016.



5.4 Self-evaluation of internal financial controls

Toby York had undertaken the self-evaluation of the internal financial controls which was a new best practice requirement. It would be discussed in more detail at a future meeting.

On behalf of the PCC Fr Philip expressed his sincere appreciation to Toby for undertaking this work.

6 Action points from Triennial Visitation

- Fire risk – the Diocese had been informed that the Fire Risk Assessment recommendations had been implemented as far as possible. The updated report of the completed actions from the recommendations had been sent to the Diocese.
- Responsibilities for safeguarding on weekdays – The Associate Archdeacon had agreed to obtain further information re safeguarding on weekdays. Fr Philip agreed to raise this issue at a meeting on 24 November. Maria Gayle-Rogers, Safeguarding Officer, had raised this issue at the Diocesan training evening for PCC members and it had been agreed that it was an issue at other churches. Having her contact details on the noticeboard was deemed to be sufficient and signposting the Safeguarding Officer details could be helpful. Cards were made available with this information.

Rachel Jewitt quoted the DfE guidance which stipulated that the safeguarding officer should be able to be phoned and contact details should be on the website.

7 Strategy Day – report on recommendations (for approval by the PCC)

Fr Philip explained that the ideas on different themes which had been generated by the Strategy Day, would be on the agenda at future PCC meetings. Fr Philip summarised the changes and achievements that he had witnessed at St Matthew's over the last twenty years and underlined that the church was 'a community of faith where we are companions on the way'.

Louisa Pau, who had facilitated the Strategy Day, explained that the aim of the day had been to develop a shared leadership of the future. The methodology for generating ideas for the strategy which she had been used had included visualising the future in five years through writing a 'postcard from the future' and discussing how success had been achieved together with an exercise to prioritise the ideas.

The key themes which for our ideal future which emerged were:

- **Belonging**, Community, Young and old, Attendance at groups



St Matthew's Westminster

- **Giving**, building /place
- **Liturgy**, Prayer, music
- **Diversity**, Leading light – what might same sex marriage look like for the C of E in the future, on the assumption it would happen?

Each theme was discussed in detail apart from liturgy, and ideas for activities under three themes were generated. These ideas were summarised in a paper by Louisa and circulated to the PCC in advance of the meeting. (see appendix to the minutes).

Each participant at the Strategy day had committed to do something related to the priorities identified by the group as a whole.

Additional ideas were suggested at the PCC meeting as follows:

Belonging

- Young people's representative on the PCC.
- Share information about PCC meetings with wider congregation – need to take people with us. **Action: Fr Philip & Fr Jamie to present a summary of the ideas from the Strategy Day after Mass on Advent 3.**
- Add strategy ideas to the website.
- Joint events for members of both Sunday and weekday congregations.
- Early evening events which members of all age groups could attend.
- Arrange events for people who stay at St Matthew's House.; more events for the Friends of St Matthew's and members of the congregation who have now left.
- Publicise Junior Church through St Matthew's School.
- Use Twitter to connect with the younger generation.

Giving / Building/place theme

- Development Board – Rachel Whittaker volunteered to help; Fr Philip would invite people from beyond the congregation in the community to speak to Melanie de Blank and Liz Lyle.
- Fr Philip was keen to extend the sense of St Matthew's as a resource for the local community so that the church space was used more than it was currently. It was agreed that the church was used as opposed to St Matthew's House as there would be a greater sense of ownership of the church by the local community.
- Rachel Whittaker volunteered to contact the secretaries of the local residents' associations.

In addition to these ideas, Fr Philip suggested having a trip to Iona (Scotland) and Hamburg.



Jonathan Aitken added that it was important that the church was reaching outwards and was confident about its message. Rachel Whittaker queried the need for a marketing manager. Louisa agreed to organise a follow-up day to the Strategy Day in 2017.

Fr Philip applauded Louisa for her excellent work in organising the Strategy Day.

8 Report on visit by the Security Adviser from Westminster Abbey

Simon Lello reported that the Security Adviser from Westminster Abbey had visited St Matthew's recently and had provided the following advice:

- Evacuation procedures
- Remain inside the building in the event of a bomb explosion
- Obtain a temperature-sensitive fire alarm in the sacristy
- Major incident alerts – liaise with school.

The Security Adviser had also offered to provide fire warden training etc to volunteers & pastoral assistants.

9 Any Other Business

9.1 Guild of St Nicholas – Concern was expressed that the Guild of St Nicholas had not met recently. Fr Philip reported that it would start on 12 January and two people had signed up already to help.

9.2 Future events – Fr Philip reported that the St Matthew's School Choir would be singing on College Green on Tuesday 29 November, to support the work of Victoria Prentis MP who was fundraising for a charity to help Syria. Rachel Jewitt advertised the cake sale that Year 5 Enterprise group was holding in the school and singing in Strutton Ground on 28 November.

9.3 Christmas services – Fr Philip reported that there would be 15 carol services in December. The services for the congregation would be on Wednesday 14 December at lunchtime and on Monday 19 December at 6.30pm.

10 Dates of future meetings for 2017 – Dates would be circulated to the PCC as soon as possible.

Wednesday 1 February, *March date to be confirmed*, APCM – Sunday 7 May, Monday 5 June, Monday 17 July, Tuesday 12 September, *November meeting – date to be confirmed in September*.