



St Matthew's Westminster

Parochial Church Council Minutes of the meeting held on Tuesday 12 May 2015, 6.30pm in the Trevelyan Hall.

Present: Toby York (Acting Chair), Jonathan Aitken, Maria Gayle-Rogers, Fr Peter Hanaway, Grace Hoskin, Tamara Katzenbach, Jane Kennedy, Simon Lello, Liz Lyle, Steve Willis, Margaret Withers

In attendance: Cameron Abernethy (Pastoral Assistant) and Matteo Montana

1 Apologies for absence

Apologies were received from Fr Philip Chester, Mary Brown, Melanie de Blank, Alastair Callcutt, Sue Lawson, Rachel Jewitt & Rachel Whittaker.

2 Minutes of the Meeting held on 24 March 2015

The minutes were agreed and signed as a true record.

3 Matters arising

6. Annual report – Jane Kennedy would check to see if Fr Philip had thanked the auditor.

8. Fire risk assessment – Grace had no further information to report.

9. Outreach to Ghana – no further information regarding supporting the mission of Bishop Victor in Ghana has been received. A retiring collection after church and contributing the proceeds from the next parish 'revue evening' were suggested.

4 Election of the PCC Vice-Chair, Secretary & Treasurer

Alastair Callcutt was proposed as Vice-Chairman by Maria Gayle-Rogers, seconded by Tamara Katzenbach and elected. Jane Kennedy was proposed as Secretary by Grace Hoskin, seconded by Maria Gayle-Rogers and elected. Toby York was proposed as Treasurer by Simon Lello, seconded by Margaret Withers and elected. It was proposed by Grace Hoskin, Churchwarden, to appoint Alastair Callcutt, who had been elected Vice-Chair of the PCC to the Standing Committee, in addition to the existing membership of Fr Philip, the churchwardens, the Secretary and the



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Treasurer. Grace Hoskin explained that the Standing Committee held an informal meeting prior to the PCC meeting to agree the agenda.

5 Finance

The quarterly accounts had been circulated prior to the meeting. Toby York explained that although the financial situation continued to improve, there was no room for complacency as there were additional commitments for forthcoming church decoration and for paying Common Fund in full from 2016.

Planned giving was lower than in the same period in 2014 as several members of the congregation had left and new members were not yet giving regularly. There was a need to raise awareness of planned giving to new members.

The Tudor Roberts legacy was expected before 2016 but it could be delayed. It is a fixed endowment with an estimated capital value of £600,000. Under the terms of the will it must be held in trust by Church Union. It is likely to generate income of £20,000 which could be used to pay the additional amount to the Common Fund. In addition to keeping worship in the Anglo-Catholic tradition at St Matthew's, the parish also had a responsibility to keep the Roberts' graves tidy.

It was agreed that there should be a welcome pack which could include a planned giving form together with other information about the church. Given the large number of people who will be coming to the church for the Just Festival Westminster, it was agreed to produce a short leaflet in the meantime, to introduce the church.

Action: Jane Kennedy to draft details about the history etc and send to Fr Philip for approval. Toby York would arrange printing by the Just Festival Westminster.

6. Mission Action Plan

PCC members were reminded to send feedback about the draft Mission Action Plan to Fr Philip before the next PCC meeting in July. Comments included suggestions to include references to St Mary le Strand and St Matthew's School. Additionally, explanation of specific actions are needed to answer each of the questions posed by the template. Other observations included changing the time of the lunchtime Mass to 1pm, the need for more congregational involvement as the resource for activity is



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small, including the weekday congregation (e.g. a possible extra weekday member to be co-opted to the PCC in addition to the current involvement of Jane Kennedy).

Action: All PCC members to send feedback on the Mission Action Plan to Fr Philip before next PCC meeting on 15 July.

7. Safe guarding audit and policy (inclusive of adults and children)

The '*Parish policy statement on safeguarding children and vulnerable adults*' from the Diocese was reaffirmed together with the local procedures, both of which were on display in the narthex. Maria reported that no safeguarding problems had been reported since her appointment as Safeguarding Officer in 2013.

Maria Gayle-Rogers and Jane Kennedy had undertaken an audit of the safeguarding policy and procedures for the Diocese of which four requirements were wholly met, two partially and one requirement was not yet met and the remaining three were non-applicable. To meet all the requirements included in the audit, the following action points were agreed:

- Role descriptions for all recruited volunteers would be drafted.(Safeguarding Officer to co-ordinate)
- Risk assessment for all regular activities involving children/vulnerable adults.(Safeguarding. (Safeguarding Officer to co-ordinate)
- A safeguarding report would be given the Annual Parish meeting by the Safeguarding Officer in 2016. (Secretary to add to the agenda)

The PCC thanked Maria and Jane for their work.

8. Just Festival Westminster 2015

Jane Kennedy presented a report from the Festival director, Katherine Newbigging, on progress since the last meeting. The programme had been changed significantly following feedback from the PCC. The committee had not approved the initial flyer in advance and Jane agreed to address this issue on behalf of the PCC at the next Festival Committee meeting. £3,000 sponsorship had been received from SMMT, which brought the total funding to £8,000 inclusive of the commitment from the PCC. Toby York asked for a summary of expenditure to date on the festival from Katherine.

Action: Jane Kennedy to ask Katherine to provide a financial report to the PCC Treasurer.



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9 Any Other Business

9.1 Walsingham – Members of the PCC who had attended the recent visit to Walsingham over the May Bank Holiday weekend expressed their thanks and appreciation for a very successful pilgrimage. Sixteen people from St Matthew's had joined with a party from Christ Church, Lumley and enjoyed parish led activities, the Shrine programme including the healing liturgy and some free time. It had been a very good opportunity for fellowship.

9.2 St Matthew's School Liz Lyle (School Governor) reported that the headteacher, Rachel Jewitt, was currently recruiting for new staff and was aiming for an 'outstanding' grading at the next Ofsted inspection. The Year 6 pupils were taking their SATs. Liz also asked if a report from the school could be a standing agenda item for each PCC meeting, which Rachel or Liz would present. It was agreed there would be an opportunity for PCC members to visit to the school immediately before the next PCC meeting at 6pm to see the refurbishment.

Action: Liz Lyle to arrange the visit with Rachel Jewitt.

Jane Kennedy to add the school report to the PCC agenda.

10 Dates of future meetings Wednesday July 15th; Monday September 14th, Monday November 23rd.(please note this new date for the November meeting)