



Minutes of a meeting of
The Parochial Church Council
held on Tuesday 9 February 2016
in the Trevelyan Hall

Present: Fr Philip Chester, Jonathan Aitken, Melanie de Blank, Mary Brown, Alastair Callcutt, Maria Gayle-Rogers, Fr Peter Hanaway, Grace Hoskin, Rachel Jewitt, Jane Kennedy, Simon Lello, Liz Lyle (via Skype), Eithne Risner, Toby York.

In attendance: Michael Curran, Ryan Williams.

1 Apologies for absence

Apologies were received from. Lee Lieske, Sue Lawson and Rachel Whittaker.

2 Minutes of the Meeting held on 23 November 2015.

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 Social events

Fr Philip reported that the 'Parish Prom', organised by Maria Gayle-Rogers had been very successful. The monthly Sunday lunches were going well and there was a rota of cooks up until May. The weekly summer lunches would start in June. The Saturday morning events [e.g. walks and cultural visits] would start again in March.

4.2 Lent Programme

The Lent programme would include a joint Quiet day with St Stephen's on 19 March at Ham Common, near Richmond. Three films would be shown with a discussion about the film on the following Wednesday evenings, led by the curate at St Stephen's. Canon Jeremy Davies would be presenting a series of talks on Thursday lunchtimes entitled 'Heart in Pilgrimage'. In addition a priest would be available from 11-12pm each Wednesday morning in the Lady Chapel for confessions or pastoral conversation.

4.3 Supporting the Church in Ghana

There would be a retiring collection in aid of the church in Ghana each Sunday in Lent to assist the Bishop Victor Atta-Baffoe of the diocese of Cape Coast in his ministry, particularly to help provide income for his clergy.



4.4 Welcome pack

A new welcome pack was almost ready for visitors and new members of the congregation. A postcard listing all the church's core activities would also be produced. The name and contact details of the Parish Giving Officer (Simon Lello) to be included.

Action: Fr Philip to complete the welcome pack and card.

4.5 Bookstall

We would revive the bookstall after Mass, focussing primarily on books produced by the Fairacres Community (Sisters of the Love of God).

4.6 Mission Action Plan

Fr Philip, Grace Hoskin, Jane Kennedy and Margaret Robinson would be meeting to start work on the next Mission Action Plan. The group would identify what was currently being done, undertake a realistic assessment and then produce a roadmap to indicate how the church's vision could be realised.

4.7 Clergy

The Bishop of London has agreed the appointment of James Johnston to St Mary-le-Strand following his ordination to the diaconate on 2 July at St Paul's Cathedral. He would also be working at St Matthew's as we seek to strengthen this partnership between the two parishes. Fr Philip hoped that people from St Matthew's would attend the ordination.

4.8 Pastoral assistants

Ryan Williams will be staying at St Matthew's for a further year. A new pastoral assistant would be recruited in place of Michael Currans. Funding from a trust had been obtained to employ Isaiah Atwiine for a year at St Mary-le-Strand.

4.9 Cookery book

Fr Philip had agreed to revive the parish cookery book project following an invitation from the parish on the island of Bois Blanc to produce a joint cookery book with St Matthew's, together with pictures of the church community. Bois Blanc is the island in the US which Fr Philip visited each summer.

5 Finance - Presentation of the Annual Report and Accounts

The Treasurer, Toby York, presented the draft annual financial report and accounts to the PCC for authorisation for examination by the independent examiner. Toby reported that there had been a significant change in the reporting standards for charities this year with the introduction of new Statement of Recommended Practice (SORPS) and there would be further changes in 2017. Authorisation of the report and accounts for examination was proposed by Grace Hoskin, seconded by Alastair Callcutt and agreed.

6 SMLS update and future strategy

Fr Philip reported that he had received support from the new Archdeacon, Fr Luke Miller in the development of St Mary-le-Strand and had planned a number of initiatives.



St Matthew's Westminster

An initiative to address the issue of the church in the Public Square would be launched with a talk by the former Archbishop of Canterbury, Bishop Rowan Williams on 5 April at 1pm.

Fr Philip was developing links with the Courtauld Institute and there were other possible musical activities which could be developed across both parishes. These activities could lead to a future festival. Members of the St Matthew's congregation had been attending weekday services at St Mary-le-Strand which was very helpful.

7 **School report**

The Headteacher, Rachel Jewitt, reported that the school roll had risen to 191 since the last meeting and there was an interest in nursery and reception places. Families were still moving out of Westminster however. The School Council, consisting of pupils, had been very influential recently, including banning the eating of food in the playground. The school had been selected for providing newly qualified teachers with models of good practice and models of senior school leadership practice. The school was being used for piloting DfE initiatives.

Although funding for after school care provision had been withdrawn by the City Council, the school would continue to provide this care. The school was due a SIAMS inspection shortly.

The children had recently gained work experience as librarians and archivists in Westminster Archives for a day and Rachel was planning some further exciting activities for the children.

The school now had links with schools in Yorkshire and Tenerife. Rachel had produced a school newsletter for the church noticeboard and commented that the school brought cohesion to the community, a point which was echoed by one of the school governors, Liz Lyle. It was agreed that another school visit should be arranged to the school for the PCC.

Fr Philip reported that Nicola Cottier, a previous headteacher of St Matthew's School, was moving to a school cluster outside Westminster. The headteacher of St Clement Danes School was also leaving. Fr Luke Miller had been appointed the chairman of the London Diocesan Board for Schools.

8 **General Governance and Financial Decision Making**

Toby York presented a draft flowchart to aid financial governance. This consisted of two channels; the first for planned expenditure and a second for unbudgeted or unexpected expenditure. Each 'channel' included thresholds at which expenditure required the permission of one authorised person, two authorised people, the Standing Committee or the PCC itself.

Planned expenditure required one signature for up to £250, two authorised signatories for more than £250 and up to £10,000, Standing Committee approval for between £10,000 – £15,000 and PCC approval for expenditure over £15,000.



For unplanned expenditure, the thresholds were lower: up to £2,000, two signatories; between £2,000 and £5,000, Standing Committee approval; and expenditure of more than £5,000, PCC authorisation.

This flowchart would be subject to annual review as part of a review of all internal controls.

Toby York explained that authorisation of payment was quite different to the processing of the payment. It was mentioned that it would be better to have two authorised personnel to process payments, but the current online banking facilities with HSBC were not set up for this. After some discussion, it was agreed that for the time being one authorised official can process payments.

It was proposed by Simon Lello, seconded by Maria Gayle-Rogers and agreed unanimously that the recommendations be adopted.

9 Role and function of the Standing Committee

The role of the Standing Committee is to *'transact the business of the council between the council between meetings thereof, subject to any directions given by the council'*.

Fr Philip proposed that in addition to himself, the churchwardens, Grace Hoskin and Simon Lello, Vice-Chair, Alastair Callcutt, Treasurer, Toby York and Secretary Jane Kennedy be elected and this was agreed by the PCC. It was agreed that minutes would only be taken when the Standing Committee transacted business on behalf of the PCC; most of the meetings were held to plan the agendas of PCC meetings. Meetings could still be held if not all the members could be present.

Action: Jane to plan dates of Standing Committee meetings and circulate agreed dates.

In future, if any authorisation was to be required at PCC meetings, more details would be included in advance on the agenda.

10 Approval of CCTV upgrade and associated costs

Details of a proposal had been circulated to PCC members prior to the meeting. Quotations of £13,000 and £18,500 (excluding VAT) had been obtained. The VAT element may be recoverable under the LPOW grant scheme.

Jonathan Aitken noted that intruder prevention was missing from the proposal and requested that alarms should also be considered, particularly for the church. Toby York agreed to follow up and seek advice from an alternative supplier, Banham, suggested by Jonathan Aitken.

Registration with the Information Commissioner's Office would be required if CCTV was installed for which there is an annual fee.



It was proposed by Fr Peter Hanaway, seconded by Melanie de Blank and agreed to approve expenditure of up to £18,500 excluding VAT for CCTV and security. If a larger amount was needed, the issue would be referred back to the PCC.

It was also agreed that the parish administrator would keep a register of any items borrowed from St Matthew's.

11 Update on Lighting Project

A faculty for the lighting project had been submitted to the Diocesan Advisory Committee and a site visit by the DAC had been held. The DAC had not yet met formally and the outcome would be known after 23 February. The cost of the fittings was estimated to be £31,000 - £32,000, installation was likely to be in the region of 30,000 in addition to the consultancy fees already incurred of £20,160. The total cost would therefore be about £80,000 plus the cost of a project manager.

The final result of the work would enhance worship. LED lights would be used so they would not have to be replaced for a long time. Scaffolding would be in the church for several months. The stencilling and re-gilding would also be done while the scaffolding was up and would cost about £22,000. A fundraising campaign, engaging with the local community was planned.

The narthex would also be re-ordered which would include removing the brick wall at the top of the stairs to the Lady Chapel and raising the ceiling of the side chapel. Permission had been granted to remove the pulpit.

12 Any Other Business

Safeguarding Maria Gayle-Rogers reported that she was not able to cover adult safeguarding issues until she had attended the relevant training and was awaiting new dates for it. She had received training on safeguarding children which was adequate for her role.

13 Dates of future PCC meetings:

Monday April 4

Sunday April 17 – APCM

Tuesday May 17

Wednesday July 20

Wednesday September 14

Wednesday November 23