



Minutes of the Parochial Church Council meeting held on Monday 17 July 2017 at 6.30pm at the Trevelyan Hall

Present Fr Philip Chester, Jonathan Aitken, Melanie de Blank, Mary Brown, Katie Ginger, Jane Kennedy, Simon Lello, Liz Lyle, Sue Lawson, Claire Pinney, Margaret Robinson, Margaret Withers, Rachel Whittaker, Toby York

In attendance: Nigel Groome, (Director of Music), Ryan Williams, Isaiah Atwiine (Pastoral Assistants).

1 **Apologies for absence**

Apologies were received from Fr Peter Hanaway, Fr Jamie Johnston, Abi Omotoso, Eithne Risner & Chantal Masson.

2 **Minutes of the Meeting held on 5 June 2017**

The minutes were agreed and signed as a true record.

3 **Matters arising**

Forecourt – Fr Philip reported that work on the forecourt would begin on Friday 28 July. The work on the church roof would begin in early August. Part of the land was owned by the Indonesian Embassy who had offered help with landscaping.

Variation to contract Fr Philip and Toby York had met with the architect, Mark Risner, last week. The final contract for the works amounted to £42,000. As the improvements to the forecourt would be of primary benefit to the conference centre, as it served as its main entrance, Toby York explained that the conference centre could bear the cost and VAT would be reclaimed, amounting to approximately £8,400.

In order to prevent the space being used by the homeless, it had been decided to take out the banked seating and the seating around the tree from the plans. Studs would be placed on the remaining seating so that it was not suitable for long term, overnight usage. The plans could be adapted later.

Toby York proposed having a stone to mark the contribution of the Friends of St Matthew's. A change in signage would also form part of the forecourt project.

4 **Report of the Parish Priest**

4.1 Legillum It was proposed to petition for an Archdeacon's Certificate / Faculty for the new legillum by Melanie de Blank, seconded by Margaret Withers and agreed by the PCC.

4.2 Faculty for the Coffee van As the coffee van had been in place on the forecourt for more than six months, it was now necessary to have a signed licence with the contractor for the van to continue to be sited on the forecourt of the church. It was therefore proposed by Rachel Whittaker and seconded by Toby York to petition for a faculty to allow the coffee van to be sited on the church forecourt.



St Matthew's Westminster

4.3 Lighting and repristination

Fr Philip was keen for the lighting and repristination of the church to be started as the church had good reserves. He considered that an attractive church which could be useful for the local community e.g. concerts, social events together with having better lighting for liturgical use, could bring more people into the church.

It had been suggested that there should be a fundraising campaign for this work a couple of years' ago but no further action had been taken to start a campaign thus far. In the same amount of time, money could have been raised for music/pastoral assistants' scheme etc. Simon Lello did not consider that lighting and decoration of the church was very appealing to people for a fundraising campaign.

Toby York reminded the PCC that the project would include new lighting in the church and the Lady Chapel, raising the height of the side chapel ceiling, removing the brick wall near the entrance to the Lady Chapel and repainting the church. With 'free' reserves of £640,000, he recommended that this was feasible.

It was proposed by Margaret Robinson, seconded by Rachel Whittaker and passed unanimously by the PCC to approve the project in principle.

Sue Lawson suggested having a TV screen in the side chapel so that members of the congregation could see what was happening in the main body of the church more easily. Sue also suggested that people who did not currently sit in the side chapel should do so occasionally. It was also suggested that live broadcasts of services could be made available to the housebound.

4.4 Improvements to the sacristy

Fr Philip considered that the sacristy was not currently fit for purpose. Plans would be produced to provide better storage facilities for silver, vestments and church records.

4.5 Pastoral Assistants

Fr Philip wanted to record his thanks for the very large contribution that Ryan and Isaiah had both made to St Matthew's in the course of the last two years and eighteen months respectively. Ryan and Isaiah would both be training for the priesthood in Cambridge from the autumn. Edwin Witton-Morgan and Emma Bourne would be starting as Pastoral Assistants on September 3, and licensed on Sunday 17 September at St Dunstan's, Stepney at 6.30pm. There would also be a lunch to welcome them on Sunday 3 September.

4.6 New link with a church in New York

Fr Philip was exploring the possibility of having a new link with the Church of the Transfiguration in New York, which was known as 'the little church around the corner' in Manhattan. It had a similar liturgical tradition to that of St Matthew's and had the oldest established church choir in the USA.



4.7 Children

Sue Lawson remarked that there did not seem to be so much provision for children at present. Fr Philip said this was being looked at, and hopefully a new Junior Church would begin in the autumn.

Fr Philip concluded his report by saying that St Matthew's was in a good state, with a sense of direction and purpose and that the PCC should give thanks that it could move forward.

5 Finance

5.1 Common Fund request for 2018 (see separate letter)

A letter had been received from the Archdeacon inviting the PCC to contribute £70,700 to the Common Fund in 2018. Toby York explained that this included £43,300 towards the costs of the priest's stipend, pension, council tax etc. and £27,400 for costs of training and support to clergy in the diocese and a contribution to the cost of the national church. The suggestion of £70,700 was £9,900 less than the standard parish cost as St Matthew's House is owned by the parish, through the Trevelyan Trust and therefore the PCC was not requested to contribute towards incumbent housing costs.

There was discussion that, as St Matthew's had benefited in the past from reduced Common Fund payments when its financial position was less secure, it might consider paying more than the suggested contribution to Common Fund in future.

It was proposed by Toby York, seconded by Liz Lyle, and agreed *nem con* by the PCC that St Matthew's should pay the £70,700 Common Fund in 2018.

5.2 Half-yearly Financial Report

The half-yearly accounts, showing income and expenditure under the headings of church, house and conference centre, had been circulated to the PCC. Toby highlighted the fact that the church could not pay for itself on the basis of congregational giving. The church's financial well-being derived from the income that was generated by the house and conference centre and, overall, the accounts showed a small deficit of £2,330. After accounting for the change in the market value of investments and capital expenditure, there was a surplus of £6,570. The income from the capital sum from the Tudor Roberts Will Trust, held on trust by Church Union, had generated an income of £16,000 recently. This was a relatively low return and Toby would investigate where the funds were invested.

Music There had been some expenditure over budget due to one-off organ repairs, choir and organist fees (incurred when Director of Music was conducting) and music library costs amounted to £3,000. The weekly lunchtime music recitals had already generated an income of £1,000 and a grant of £2,000 had been received from the SMMT. Other



grants were expected. Toby had no concern over the expense of the music at this stage and it was important to continue to support the development of music.

Voluntary giving 85 people had given identifiable donations in 2017 so far which was relatively low as this figure included the 46 regular donors. Donations were lower than in 2016. It was agreed that more explanation should be made regarding the importance of making an identifiable donation, including in the welcome pack.

House bookings were lower than for 2016 in the first six months. More than 90% of people had given a donation for their stay. Access to the house at weekends needed to be addressed. It wasn't possible to book on the website without a login and password any longer. Last minute cancellations were not charged.

Conference centre Occupancy was down slightly but overall income was higher and more use was being made of the drawing room and dining room. The conference centre was working close to capacity in a competitive environment.

Trends Income was just ahead of expenditure at present and both income and expenditure were both growing. The number of givers had declined over the last four years. The congregation had remained about the same size for the last few years and congregational giving needed to expand. Currently costs were increasing due to expenditure on music and liturgy and building. Toby predicted a sharp increase in expenditure and then a drop. Grant income could cover other areas of church life. There was a need to try to increase the size of the congregation in the future.

6 **Safeguarding**

Margaret Withers had already worked in a professional capacity in the area of child protection and a summary of her experience had been circulated before the meeting. Having completed all the necessary advanced training, it was proposed by Sue Lowson, seconded by Mary Brown and passed unanimously that Margaret Withers be officially appointed the Safeguarding Officer by the PCC. Fr Philip thanked Margaret for taking on this important role. Sue Lowson underlined that PCC members also had a responsibility to everyone who came to St Matthew's as well as that of the Safeguarding officer.

In discussion Margaret Withers explained that safeguarding applied equally to the housebound and people when on pilgrimage as to those who came to church. The most common form of abuse was that of neglect. The procedures needed more explanation and informal notes of observations could be made, signed and dated if appropriate and recorded in an incident book. Any major incident should be reported Margaret Withers via her email address safeguarding@stmw.org who would report it to the Safeguarding Officer at the Diocese and to Fr Philip. Pastoral support would be provided as appropriate.

7 **Fire precautions and risk assessment action update (see separate attachment)**



The updated list of work which was required since the fire risk assessment that had been co-ordinated by Clare Pinney, had been circulated to the PCC. It was agreed that a fire drill would be undertaken in October and May.

The following issues were raised:

- the fire alarm did not extend to the tower. Additional utility ducting was needed to the tower to enable the fire alarm to be installed.
- There was no means of leaving the building from the Lady Chapel if the door was locked – keys were needed.
- Exit from the church - a fire exit was always available through the west door of the church.
- If the alarm went off, an incident book should be completed, together with details of specific circumstances.
- Fire detection in the sacristy – the Abbey security adviser had advised a heat detector due the use of incense and fire risk assessor had recommended a smoke detector. **Action: Claire to seek another opinion from the Diocese and then contact other churches which used incense.**

Claire had drafted a fire instructions sheet for guests. The information sheet would be laminated and placed on the door in each of the bedrooms in the house for visitors.

8 Mission

Fr Philip thanked Fr Jamie and Ryan Williams for their work on the analysis of the suggestions for missional activity which had been circulated to the PCC. After discussion the following proposals were agreed.

- Production of a welcome pack
- Saturday Film Club – twice monthly on Saturday afternoons with assistance from the Abbey Community centre.
- Faith and food – a talk and a meal
- Community engagement in social action projects – clergy were more aware of current local projects and could direct volunteers to participate as St Matthew's did not have the appropriate facilities.

Fr Philip mentioned that the 'Holy cocktails' when local people would be invited, would be revived.

Jonathan Aitken remarked that music had not been included in the list of activities. He also considered that deeper thinking and a more prayerful approach were needed as well as voting for suggestions.

9 Music report

9.1 Radio 4 broadcast Nigel Groome announced that the Sunday morning service on Sunday 18 February (Lent 1) would be broadcast live on Radio 4 after the 8am news.



St Matthew's Westminster

9.2 Music Foundation Nigel had produced a leaflet to launch the patrons' scheme for the St Matthew's Music Foundation. It was noted that details about Gift Aid needed to be added to the leaflet.

9.3 Future events There would be a fundraising concert on Saturday 16 September. On the weekend of the Patronal Festival, there would be a concert by the Fantasia Orchestra on Saturday 23 September at 6pm.

10 School Report

Rachel Jewitt was pleased to report that the School Roll was stable and now stood at 216 with a full reception class for September and a waiting list. The Summer Fayre had raised £1700. Two new teachers would be starting in September and there were vacancies for teaching assistants as some of these staff were leaving to train as teachers. The SATs results were also very good this year and the children also received a rounded education. The children had been involved in some interesting activities recently. Rachel was particularly pleased that seven children from the school had been baptised and that the aspirations of the school were growing. Rachel thanked the Pastoral Assistants for their work and Claire for her help with church bookings. Fr Philip thanked Rachel for all her work and dedication.

11 Any Other Business

Parish Lunches Rachel Whittaker asked that lunch hosts be reminded that they could be reimbursed for the costs of the meal

12 Dates of Future Meetings

Tuesday 12 September

November meeting – date to be confirmed in September.