



***Minutes of the Parochial Church Council meeting held on
Tuesday 12 September 2017 at 6.30pm at the Trevelyan Hall***

Present: Fr Philip Chester, Fr Peter Hanaway, Fr Jamie Johnston, Melanie de Blank, Katie Ginger, Jane Kennedy, Simon Lello, Toby York.

In attendance: Claire Pinney (Parish Administrator), Emma Bourne and Edwin Wilton-Morgan (Pastoral Assistants).

1 *Apologies for absence*

Apologies for absence were received from: Jonathan Aitken, Mary Brown, Nigel Groome, Rachel Jewitt, Susan Lawson, Liz Lyle, Chantal Masson, Abiola Omotoso, Eithne Risner, Margaret Robinson, Rachel Whittaker, Margaret Withers.

Fr Philip welcomed Emma Bourne and Edwin Wilton-Morgan to their first PCC meeting.

2 *Minutes of the Meeting held on 17 July 2017 and 23 July 2017*

The minutes of the meetings held on 17 July and 23 July were agreed and signed.

3 *Matters arising not covered by the Agenda*

4. *Faculty for coffee van.* A faculty had not yet been obtained.

5. *Tudor Roberts Legacy* – It was not known where the Church Union was investing the capital sum.

Action: Fr Jamie would assist Toby York in drafting a letter to the Church Union.

7. *Incense.* Fr Philip had found out that at both All Saints, Margaret Street and St Saviour's, Pimlico, that the alarms were turned off during Mass. It was agreed that the alarm should be turned off. It was also mentioned that there was no key to the Lady Chapel door to enable a fire exit from the Weston Room or the Lady Chapel, if the Lady Chapel was locked. Fr Philip advised that a faculty would be required to place a key on the wall.

Action: *Claire to train staff on how to turn off alarm.*

Fr Philip to seek advice from DAC re key for Lady Chapel.

4 *Report of the Parish Priest*

4.1 *Legilium*



The new legilium would be delivered to the church on 20 September. The gilding had yet to be applied, so it will be returned to the studio of Michael Leal in due course for completion.

4.2 *Link with Church of the Transfiguration, New York*

Arrangements for the link were progressing and that it was hoped the agreement would be finalised before the end of the year.

4.3 *Junior Church*

There had been a temporary break with Junior Church in recently as the people organising it had moved away. Fr Philip and Fr Jamie, however, had interviewed Fiona Yelland, from Scotland, who had experience of working with children in church. Fr Philip proposed that her role would be to run Junior Church and work with the school, the pastoral assistants and the Guild of St Nicholas, amounting to 150 hours per year. It was agreed to appoint Fiona on a trial basis, subject to DBS clearance and references. The churchwardens would need to see Fiona's CV and the Standing Committee would agree the final appointment. The Treasurer, Toby York, explained that if this was a fixed term post with regular hours that it would go through the payroll.

4.4 *Children's Champion*

The role description for the Children's Champion had been circulated prior to the meeting, and an appointment would hopefully be made soon. The role was subject to DBS checks. Emma and Edwin would be starting the Guild of St Nicholas on 19 September.

5 *Mission*

Fr Philip summarise a number of initiatives based on the ideas generated by the discussions earlier in the year on mission.

Films The Saturday Matinee films would begin at the start of October and be held once a month. The Abbey Community Centre would be providing the films and publicity.

Faith and Food A series of talks combined with a meal had been organised or groups of 12-15 people. Jonathan Aitken will speak on 19 October, and Mark Vernon on 23 November. Advance booking would be required.

Welcome Pack Fr Jamie was currently working on the Welcome Pack.

Silver Sunday (October 1) St Matthew's would be contributing to this day by hosting a tea-party with music.



Dog walk (October 21) There would be a dog walk for local parishes in local parks and lunch would be provided at St Matthew's.

Friends of St Matthew's (November 9) Jenny Hill would be reading poetry on the theme of World War 1.

6 **Music Report**

- Funding hds been obtained for another choral scholar.
- Westminster Abbey had provided a grant of £3000 for the lunchtime recitals.
- It had been suggested that a 'song room' for the choir could be located on the second floor of the Tower.

7 **Buildings**

Fr Philip reported that the work on the roof was almost complete. There would be no more large scale work until after Eater 2018 when the new lighting and repristination would be started.

The Standing Committee had authorised additional work of £4000 in August which had not been included in the original specification.

8 **Finance**

8.1 Income Toby York, Treasurer, reported that house bookings were down by 20% compared with 2016, which equated to about £15,000 on an annualised basis. It was thought that a new booking system and the requirement to demonstrate a connection/commitment to the church might have caused the drop in bookings. It was suggested that more general advertising might increase income.

Income from the Conference Centre would be lower than usual in the third quarter as it was funding the forecourt.

Payment of £16,000 had been received from the Tudor Roberts' legacy which covered a period of two years.

8.2 Pastoral Assistants The employment status of the pastoral assistants continued to be that of volunteers. The Treasurer was waiting for guidance from the Diocese as to whether or not the status should be changed as there was currently a technical risk to the PCC that it could be perceived as circumventing minimum wage regulations. The PCC was minded to continue with the current arrangements until further advice had been received. Fr Philip would raise the



issue at an Area staff meeting given that the post was to help with discernment for vocation for the priesthood.

9 ***Any Other Business***

9.1 Safeguarding A safeguarding report from Margaret Withers had been circulated prior to the meeting. Fr Philip was very pleased with the helpful work which Margaret Withers had been doing. It was agreed that the PCC should write to Miriam Cook to thank her for her work as Children's Champion and wish her well for the future.

Action: Jane to draft a letter to Miriam.

9.2 Lay Ministers of Holy Communion Fr Jamie proposed that Edwin Wilton-Morgan and Emma Bourne be appointed Lay Ministers of Communion. This proposal was agreed by the PCC. The Area Dean was asked to authorise this in the absence of the Bishop and the Pastoral Assistants would receive a letter from the Bishop.

9.3 Support for Women priests Toby York asked if we might give attention to the profile of women priests at St Matthew's. After discussion the clergy undertook to consider ways of strengthening the visibility of women priests at SMW.

9.4 Commitment Campaign Simon Lello undertook to organise a Commitment campaign on Christ the King Sunday as there were enough new people in the congregation to make it worthwhile. Information about Gift Aid would be included in the Welcome Pack.

9.5 All Saints' Tide Fr Philip explained that as part of our observance of All Saints / All Souls there would be encouragement to consider our funeral plans.

10 ***Dates of future meetings***

The next meeting is on Wednesday 22 November.