



Minutes of the Parochial Church Council meeting held on Wednesday 22 November 2017 at 6.30pm in the Trevelyan Hall.

Present: Fr Philip Chester, Fr Peter Hanaway, Fr Jamie Johnston, Simon Lello, Melanie de Blank, Jane Kennedy, Margaret Robinson, Jonathan Aitken, Mary Brown, Katie Ginger, Liz Lyle, ,Abiola Omotoso, Eithne Risner, Rachel Whittaker, Margaret Withers, Toby York.

In attendance: Nigel Groome, (Director of Music) Claire Pinney, (Parish Administrator) Edwin Wilton-Morgan (Pastoral Assistant).

1 **Opening Prayers**

The prayers were led by Fr Philip.

2 **Apologies for Absence**

Apologies were received from Sue Lowson and Rachel Jewitt.

3 **Minutes of the Meeting held on 12 September 2017**

The minutes were agreed and signed by Fr Philip.

4 **Matters Arising *not covered by the Agenda***

3. Faculty for a coffee van. A faculty had not yet been obtained.

Action: Claire Pinney

3. Letter to the Church Union about the re-investment of the Tudor Roberts' legacy money. The letter had been sent to the Church Union.

3. Fr Philip to obtain advice from the DAC re the location of the key for the emergency exit from the Lady Chapel. Advice was still needed.

3. Claire to train staff on the fire alarm. The staff had been trained and Claire would train Fr Philip.

8.2 Fr Philip to raise the employment status of the PAs with colleagues re the 'Living Wage'. Fr Philip would raise this issue at the Area Staff Meeting in November.

5 **Report of the Parish Priest**

5.1 Architect Fr Philip reported that the church architect had moved to the Lake District. As he was no longer local, Fr Philip suggested that it was appropriate to select a new architect through a tender. It was agreed that the Standing Committee would interview and appoint a new architect.

Action: Toby York to contact the current architect.



5.2 Falafel stall Toby York had been approached by a falafel stall holder who wanted to set up a stall on the church forecourt. He was willing to pay £1000 rent per month. The Standing Committee would explore the possibility of a six month trial. Reservations were expressed regarding the use of the space by this stall.

Action: The Standing Committee would report back to the next meeting.

5.3 Repristination Fr Philip was keen for the PCC to be committed to the repristination project which was planned to start in 2018. He acknowledged that the need for money for running costs had to be balanced against the need for capital investment but considered that it would be easier to raise funds for the pastoral assistants' scheme than some other projects. He considered that lighting was key for enabling the church to be welcoming and accessible and a sacred space needed to be beautiful. The current cost of changing a light bulb was several hundred pounds due to the need for staging. The next step was to appoint a new architect for the project. (see 5.1)

5.4 Worship Fr Philip suggested holding Mass prior to PCC meetings. Following discussion, it was agreed to say Compline after the meeting.

5.5 Women's ministry Toby raised the issue of the visibility of women clergy at St Matthew's. Fr Philip reported that the Diocese of London had the second lowest ratio of female to male clergy in the country. It was agreed to invite a female priest to preach and concelebrate on the first Sunday of the month. It was agreed to keep the place of women in the community and the congregation on the agenda.

6 Fr Peter's Licence *resolution to renew*

It was proposed by Fr Philip Chester, seconded by Melanie de Blank and agreed by the PCC to approve the application to the Acting Bishop of London for a renewal of Fr Peter Hanaway's licence.

7 Finance

7.1 Financial Statement Toby York, Treasurer presented the draft financial statements for the period to September 2017 which indicated that expenditure would exceed income for the year, but that this was due to planned expenditure on the building (house and roof). Tax efficient planned giving was static and had declined over a five year period but income from investments was up. Income from the trading subsidiary was the most significant element of income. It was important to ensure that income was sustainable.



7.2 St Matthew's House booking process There had been a significant drop in donations to the Clergy House and it was suggested that the current online booking system might be difficult for some people. There had also been less promotion of St Matthew's House recently. It was agreed that Fr Philip and the PCC should determine the missional intention for the Clergy House. Fr Jamie offered to develop some 'intelligent' promotion of the Clergy House through such organisations as the Diocese of New York, Church House and Lambeth Palace. It was also suggested that enabling guests to arrive at weekends might increase bookings but more staff would be needed. This too would be investigated by Fr Jamie.

7.3 2018 budget Toby presented a draft forecast/budget for 2018. This indicated a deficit of £18,000 although income from the Conference Centre might be higher than forecast. The conference centre board had recently agreed to improve the kitchen facilities to enable evening events to be held. This would significantly reduce profits payable to the PCC in the short term but would be of longer term benefit. It had been suggested that the wall behind Enver's desk could be knocked down to increase the space in the kitchen and remodel the entrance in St Ann's Street. Fr Philip thanked Toby for his stewardship and the accounts.

8 Commitment Campaign

Simon Lello had spoken to the congregation about the Commitment Campaign the previous Sunday and would also speak again at the Mass on 26 November. It was two years since there had been a campaign. He reminded the PCC that it was not just about how much money could be offered but what people could do for the church. Simon had received a favourable response the previous week. It was agreed that the weekday congregation could also be approached via a personal letter and invitation to a reception.

9 Safeguarding Update and new Children's Champion

9.1 Safeguarding Procedures Margaret Withers presented the new safeguarding procedures to the PCC. The procedures needed to be put on the church noticeboard and published on the church website. Margaret reiterated the importance of not rushing into action, recording what had been witnessed and thinking things through. Clergy would be available to provide 'appropriate' pastoral support when needed. The PCC agreed to adopt the procedures.

9.2 Incidents during Mass Margaret reported that there had been two incidents during Mass recently when homeless people had been disruptive. She explained that homelessness was getting worse in Westminster. Margaret asked if the homeless and the work of St Martin-in-the Fields, St James's, Piccadilly and All Saints', Margaret Street, could be included in the intercessions.

9.3 Meeting with the Archdeacon The Archdeacon had arranged for an audit of safeguarding to be undertaken. Margaret would meet Annette Gordon on 23 November to start work on it.



10 School Report Fr Philip presented the school report on behalf of Rachel Jewitt.

- The Pupil roll continued to be good and the school was full or almost full in every class. Twenty children had joined since September, excluding new Nursery and Reception children.
- The end of year data (SATs) was very good and showed improvements in every key stage. The school was now working on improving the number of pupils working at Greater Depth (above average) in maths.
- A team of 4 Year 6 pupils had just reached the regional finals of the National Mathematicians Award Competition.
- Participation had increased in sports so far this year - TAG rugby, netball, cross country. The school intended to build on pupil activity this year.
- A joint Mass was celebrated with Burdett-Coutts School on 22 November.
- The school was building on the fundraising success of the Summer Fair and was now raising funds for a new soft surface (approximately £13k) in the playground. Some parents had been incredibly generous and run marathons and swum the Serpentine to raise funds for the school!
- The choir would be singing at the lighting of the Christmas tree in Strutton Ground on Monday 4th December 4pm-4:30pm, PCC members were welcome.

Fr Philip was grateful for Rachel's excellent leadership. He suggested that the PCC visited the school before a future meeting. Edwin Wilton-Morgan was working with the Guild of St Nicholas.

Re-election of Liz Lyle as a Foundation Governor It was proposed by Rachel Whittaker, seconded by Margaret Withers and agreed by the PCC for Liz Lyle to serve as a Foundation Governor, representing the PCC, for a further term of four years.

11 Music Report

11.1 Events Nigel Groome reported that the choir had sung at the Guild of Church Musicians' festival at All Hallows-by-the-Tower. £1200 was raised by the recital in September by Susannah Groome and *Fantasia* had also performed a concert in September. A visiting choir from Denmark had sung for the Solemn Mass on 15 October. Nigel was organising podcasts for Advent. It was planned to ask for email addresses of attendees at the lunchtime recitals.

11.2 Evensong There had been a good response to the Wednesday evening Evensong that had been held recently. Nigel proposed holding sung Evensong on a more regular basis as this was the day that a choral Evensong was not held at Westminster Abbey. There would be cost implications and Nigel suggested a series of options with varying costs. Jonathan Aitken proposed that Nigel presented a paper with the detailed options for the next meeting and this was agreed. In the meantime, Nigel would focus on Evensong on major Saints' days over the coming months.

Action: Nigel Groome to present a paper on options for Evensong to the PCC.



11.3 Copies of music Nigel asked Fr Philip if there was a means of sharing music with other churches in the area in order to increase the repertoire for the choir.

12 Lay Ministers of Communion *resolution to renew permission*

It was proposed by Eithne Risner, seconded by Fr Jamie Johnston and agreed by the PCC to seek permission from the Acting Bishop of London for Alastair Callcutt, Jane Kennedy & Margaret Robinson to be appointed Lay Ministers of Communion. Fr Philip would also ask additional people if they could take on this role.

13 Mission

Fr Jamie reported that some of the ideas suggested at the earlier discussions about mission were being implemented including the 'Faith and Food' evenings with speakers, and the Saturday matinees. PCC members were asked to reflect on three questions before the next meeting and send ideas to Fr Jamie as follows:

How can we grow our church:

- *In numbers?*
- *In depth?*
- *In commitment?*

Action: PCC members to respond to the questions on mission and send responses to Fr Jamie before the next PCC meeting.

14 Any Other Business

There was none.

15 Dates of Future Meetings : Tuesday 30 January, [note the change from 31 January], Tuesday 13 March, APCM Sunday 15 April , Wednesday 16 May, Wednesday 11 July, Wednesday 12 September, Wednesday 21 November.