



Parochial Church Council Minutes of the meeting held on Tuesday 30th January 2018 at 6.30pm in the Trevelyan Hall

Present: Fr Philip Chester, Fr Peter Hanaway, Jane Kennedy, Margaret Robinson, Jonathan Aitken, Mary Brown, Katie Ginger, Susan Lawson, Liz Lyle, ,Abiola Omotoso, Eithne Risner, Rachel Whittaker, Toby York, Rachel Jewitt

In attendance: Nigel Groome, (Director of Music) Claire Pinney, (Parish Administrator)

Fr Philip explained that Fr Jamie had received a good response to the request for ideas for missional activities but as he was away, preaching at St George's, Paris, that the discussion on mission would be held at the next meeting.

1 **Opening Prayers**

The opening prayers were led by Fr Philip.

2 **Apologies for absence**

Apologies were received from Fr Jamie Johnston, Simon Lello, Melanie de Blank and Edwin Wilton-Morgan.

3 **Minutes of the meeting held on 22 November 2017**

The minutes of the previous meeting were agreed and signed by Fr Philip.

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

4. *Faculty for the coffee van* Claire had been advised that a licence under faculty should be obtained for the coffee van. **Action:** Claire to check advice with Martin Sergeant, Head of Operations for the Diocese.

4. *Location of key for door of Lady Chapel* – This would be resolved during the reparation work.

4 *Employment status of PAs* – Further advice would be sought.

5.2 *Falafel stall – report back from Standing Committee* There was little enthusiasm for this stall.

5 **Report of the Parish Priest**

5.1 **Lent Programme** The clergy are arranging a very interesting selection of speakers on the theme of 'Keeping faith at Work'. The course would be shared with St Stephen's and held on Wednesday evenings.

5.2 **Worship** Fr Philip was very pleased with the ongoing development of the sung Masses at lunchtime and evenings, and the start of occasional services of Choral Evensong.



6 Finance – summary of management accounts for 2017

Toby York, Treasurer, presented the summary of the management accounts for 2017. The total income had declined and expenditure had risen.

6.1 Income

Overall income was down 5% with voluntary income down by more than £13,000, congregational giving was down by £5,000, as were donations to the clergy house, as discussed at previous meetings (a change in the system had stopped casual browsing on the internet). A drop in giving had a direct impact on the amount of tax which was claimed back in Gift Aid which had also fallen. This was the first time in five years that there had been an overall drop in voluntary income. Income from investments had risen from £6,000 in 2016 to £23,000 but this amount included two years' worth of income from the Tudor Roberts' legacy. When discussing ideas for mission with Fr Jamie, it would be necessary to determine how missional activities can be sustained.

6.2 Trading

The total profit on the Conference Centre was £10,000 less than the previous year but the Conference Centre had paid for the work on the forecourt, without which the profit would have been in excess of £100,000. Bookings for the Conference Centre had been low in January and Toby reiterated that although conference centre income was vital to the PCC, it could not be guaranteed. It was important to maximise income as much as possible. The estimated income for the PCC in 2018 was £75,000.

6.3 Expenditure

Expenditure was within budget and capital expenditure on the roof had cost approximately £57,000, which resulted in the reported deficit for the year. Unrealised profits on investments, which had performed well in 2017, were reported as part of net income, but they were a 'non-cash item' and could not be banked. Underlying net income, before capital expenditure and unrealised gains, was £17,462.

6.4 Summary of discussion on the accounts

- It was noted that the congregational giving only contributed to paying approximately half the Common Fund of £72,000.
- Did we want to be reliant on the Conference Centre?
- The weekday congregation was very committed – should this congregation be included in a future Commitment Campaign?
- The Friends of St Matthew's had been less proactive recently – a drop in House bookings had a direct impact on the Friends as they became members of the Friends through their donations. There was a need for a secretary of the Friends to send out emails.
- Should a distinction be made between UK and Overseas Friends' membership?
- Could House bookings be increased through marketing St Matthew's House in churches Chicago and New York etc where there are existing links? Quotes from House guests on the benefits of staying at the House could be used for marketing purposes.
- It was suggested that local people who were not regular churchgoers but still supported St Matthew's could be approached re joining the 'Friends'.



- In order to plan missional activities, there was a need to consider what skills and people were needed. **Action:** Margaret to discuss with Fr. Jamie.
- There was a need for another personalised commitment campaign

7 **Repristination – update on architect**

We had received the list of architects from the Diocese and submissions from three architects who were interested in becoming the Qualifying Architect for the church. An appointment would be made shortly.

8 **Safeguarding update and new Children's Champion**

Fr Philip reported that there was a need to appoint a new Safeguarding Officer and a Children's Champion. So far, no one had come forward to fill these two roles, which were essential to the mission of the church. The policy and procedures were in place. It was essential for the holders of these two roles to be in church on Sundays.

Action: Fr Philip would circulate the terms of reference of the two roles.

9 **School Report**

Rachel Jewitt gave an interesting report of recent school activities. Twenty three children had joined the school since September who had not been in the school since the Reception class which was very encouraging. There were 214 pupils on the school roll. Activities and events included:

- Singing by the choir for Government departments and other organisations before Christmas.
 - A visit from the Coldstream Guards.
 - Working on a joint activity with Robert Goodwill, MP from the Department for Education and Google.
 - Cookery classes with an executive chef.
 - Raising £500 for school funds in 30 minutes through classroom stalls.
 - Parent workshops and the introduction of an online learning system with home access.
- Fr Philip praised Rachel's inspired leadership. Rachel invited members of the PCC to attend the Wednesday morning Mass and a return visit to the school for the PCC was suggested.

It was also suggested that the school could participate in a Community Mass in the future.

10 **Any other business**

10.1 **General Data Protection Regulations (GDPR)**

Jane Kennedy reported on the training that she had attended together with Fr Jamie on GDPR provided by the Diocese which had been excellent. Further training for other roles would be needed and it was planned to give an overview of GDPR for all PCC members at the next meeting. The need for new consent for use of personal data for marketing purposes (e.g. mailings) was one of the key areas on which the GDPR would have an impact at St Matthew's.

10.2 **BBC Morning Service**



St Matthew's Westminster

Fr Philip reported that the Sunday morning service on Sunday 18 February just after 8am would be broadcast live on Radio 4 from St Matthew's. Members of the congregation would be welcome to attend.

10.3 Music report

Nigel Groome reported that he had received a grant of £6000 from the Owsley Music Trust and £1500 from the Ecclesiastical Music Trust to support the musical activities.

10.4 New Bishop of London

Fr Philip reported that the Bishop Sarah Mullally would be enthroned on Saturday May 12th.

11 Dates of future meetings :

Tuesday 13 March

APCM: Sunday 29 April

Wednesday 16 May

Wednesday 11 July

Wednesday 12 September

Wednesday 21 November.