



**Minutes of the Parochial Church Council meeting held on
Tuesday 17 May at 6.30pm in
The Trevelyan Hall**

Present: Fr Philip Chester, Jonathan Aitken, Melanie de Blank, Alastair Callcutt, Maria Gayle-Rogers, Fr Peter Hanaway, Grace Hoskin, Jane Kennedy, Simon Lello, Sue Lowson, Rachel Jewitt, Abi Otomoso, Eithne Risner, Rachel Whittaker, Toby York.

Michael Currans, Ryan Williams and Isaiah Atwiine (Pastoral Assistants) were in attendance.

1 Apologies for absence

Apologies were received from Jonathan Aitken, Mary Brown, Miriam Cook and Liz Lyle.

Fr Philip welcomed Abi Otomoso to her first PCC meeting.

2 Minutes of Meeting held on 4 April 2016

The minutes of the previous were agreed and signed as a true record.

3 Matters arising *not covered by the Agenda*

Fr Philip had asked Andrew Crawford and he had agreed to research the details of the former Pastoral Assistants for a website update, and a future reunion.

4 Election of PCC officers

Vice-Chair: Alastair Callcutt; proposed by Rachel Whittaker; seconded by Grace Hoskin, and elected.

Secretary: Jane Kennedy; proposed by Melanie de Blank; seconded by Eithne Risner and elected.

Treasurer : Toby York; proposed by Sue Lowson; seconded by Rachel Jewitt and elected.

Standing Committee (*which includes all PCC officers*) : Having elected the officers , the following people were then elected by the PCC to the Standing Committee: Fr Philip, Alastair Callcutt, Grace Hoskin, Simon Lello, Jane Kennedy & Toby York.

Fr Philip said he was indebted to the officers for all the work they had done in the previous year and thanked them for standing again.

5 Report of the Parish Priest

5.1 Pastoral Assistants Fr Philip congratulated Isaiah Atwiine on his appointment as Pastoral Assistant at St Matthew's for 2016-17 together with Ryan Williams who would be spending a

second year at St Matthew's. Michael Currans had been accepted for training and will start at Westcott House, Cambridge in the autumn.

5.2 Ordination of Jamie Johnston to the Diaconate Jamie Johnston will be ordained deacon at St Paul's Cathedral on Saturday 2 July at 3pm to join the team at St Matthew's and at St Mary le Strand. Edward Barlow, a former member of the congregation and trainee Reader, would also be ordained at the same service and will serve his title at St Michael's, Bedford Park. Rob Coupland, former pastoral assistant, will be ordained at Chichester Cathedral and serve his title at St Michael's, Brighton. Cath Duce, present curate at St Stephen's, will be ordained priest at St Stephen's on 26 June by Bishop Nigel Stock. St Matthew's had generated a total of five 'home grown' vocations in recent years.

5.3 Ministers of the Eucharist The PCC agreed to ask the Bishop for permission for Isaiah Atwiine to be a Minister of the Eucharist.

6 Finance – presentation of first quarterly financial statement.

Toby York presented the first quarter's financial statements which was compared with the PCC budget for 2016 and the comparative figures for 2015. He also presented a five year historical financial summary. Key points were:

Income and expenditure

Income was £63,253 and in excess of expenditure (£56,464) for the first quarter of 2016 and net income was ahead of budget at £6,789.

Voluntary income

The graph showing changes in voluntary income in this quarter compared to the same quarters in previous years indicated that the commitment campaign in late 2015 has had some effect.

Number of planned givers by average weekly amount

The mean average weekly amount of voluntary giving was £11.60, but the median was just £5.77. There were more people giving less than £3 per week than any other amount. There is an opportunity to increase giving among these people.

Number of regular givers

The number of regular givers (tax efficient and not tax efficient) had remained stable at about 53 donors, but there had been a decrease in direct debits/standing orders although an increase in the proportion of people using Gift Aid envelopes. There is an opportunity to increase direct debit/standing order giving which is more effective than Gift Aid envelopes.

Average weekly giving by age group

People in the 70+ age group were the most generous although the largest number of givers were in the 50–69 group.

Expenditure by type

Expenditure had almost doubled in the last five years, but the parish was now paying full Common Fund and building and church running costs had also increased considerably over the same period.

Church reserves

The value of reserves had increased considerably since 2011, from just under £200,000 to £600,000 largely as a result of the Marguerite Greatorex expendable endowment.

Legacies

The Tudor Roberts' legacy, from which the church was entitled to income from capital held by the Church Union, was conditional upon the PCC maintaining the graves of Tudor Roberts, his wife and sister.

Toby York had been in contact with Fr Matthew Hughes, the Rector Rector of St Giles the Abbot Farnborough where the graves are, and had made arrangement to pay £750 a year for the maintenance of these three graves to a very high standard.

Toby York had also been in contact with Fr Owen Higgs, a trustee at Church Union, who had confirmed that "it is most likely that trustees will disburse income perhaps twice a year when we have received it from our investment managers and in the light of the performance of the fund".

7 CONFIDENTIAL ITEM – redacted from public minutes

8 Review of Safeguarding policy, procedures and action required following 2015 audit for Diocese.

Maria Gayle-Rogers, Parish Safeguarding Officer, had attended the relevant Diocesan training. She reported that there had been no concerns or allegations in 2015-16. The parish was required to undertake a self-audit each year and Maria would organise this with the churchwardens and Fr Philip. Maria also proposed that a consent form, which had been circulated, should be used if photographs of children were going to be published on the internet. A register should be in place for Junior Church.

Miriam Cook was willing to continue as Children's Champion and Claire Pinney, church administrator, had attended the training on DBS form checking.

Maria Gayle-Rogers had reviewed the Diocesan policy statement for parishes on safeguarding which had been circulated, and recommended some changes. She considered that the parish logo should also be included on the policy statement.

Action: Maria to contact the Diocese re amendments to the policy statement on safeguarding and to organise a self-audit.

9 Lighting & Repristination Project report.

9.1 It was proposed by Toby York, seconded by Melanie de Blank and passed unanimously that the PCC should apply for a faculty to improve the lighting throughout the church, remove the pulpit, replace the Lady Chapel flooring, remove the ceiling in St Michael's Chapel and undertake repairs to the roof.

9.2 A response had been received regarding the tender from the lighting contractors but further work was needed on building tenders.

10 School Report by the Headteacher of St Matthew's School.

Rachel Jewitt reported that the school roll had increased from 195-212 recently, which was the highest that it had been for six years. Two classes were full. Pupils had taken Key stage 1 & 2 SATs tests recently. The after school provision club was now being run by 'Fit for Sport'. The school had developed a 'wave of prayer' area, an idea from the Archbishop of Canterbury.

The SIAMS inspection would be held on Thursday 19 May

The school had participated in a number of activities including;
The Health Poverty Action Campaign, The St Matthew's Lent appeal, The Commonwealth Service

11 Any Other Business

11.1 Church Administrator It was proposed by Grace Hoskin that it would be helpful for Claire Pinney, Church Administrator, to attend PCC meetings at a time of change at the church. This was agreed by the PCC.

11.2 Summer Lunches The first summer lunch would be held on 5 June and the lunches would continue until the end of July.

11.3 New Associate Priest Fr Justin White, who lived in the parish and was Chaplain at Dulwich College, wished to be associated with St Matthew's. Fr Philip had invited him to preach the following Sunday.

11.4 Appeal Fr Philip had been in touch with the Diocese about guidance and support for the Buildings Appeal.

12 Dates of future meetings (all at 6.30pm):

Monday June 20th (Archdeacon's Visitation)

Wednesday July 20th

Wednesday September 14th

Wednesday November 23rd