



Minutes of the Parochial Church Council meeting held on
Monday 20 July 2016 at 6.30pm at the Trevelyan Hall.

Present: Fr Philip Chester, Alastair Callcutt, Miriam Cook, Maria Gayle-Rogers, Fr Peter Hanaway, Grace Hoskin, Fr Jamie Johnston, Jane Kennedy, Simon Lello, Liz Lyle, Abi Omotoso, Steve Willis, Toby York.

1 Apologies for absence

Apologies were received from Jonathan Aitken, Rachel Jewitt, Rachel Whittaker, Melanie de Blank, Sue Lawson, Claire Pinney.

Fr Philip welcomed the Fr Jamie Johnston to his first PCC meeting at St Matthew's in his capacity as a Deacon, who would be working at both St Mary-le-Strand and St Matthew's. Fr Jamie explained that he had previously worked in a local law firm, specialising in wills and probate. He had trained at St Mellitus College and had previously attended St Martin-in-the-Fields.

2 Minutes of the Meeting held on 20 June 2016

Following a few minor amendments to item 2 and the addition of the record that the Safeguarding policy statement from St Matthew's had been sent to the Diocese, the minutes were agreed and signed.

3. Matters arising

Archdeacon's report - The draft report from the Associate Archdeacon's report had been received by Fr Philip and Fr Philip was very pleased with it. The final report would be made available to the PCC.

4. Report of the Parish Priest

4.1 Trevelyan House The Diocese was now involved in seeking clarification from the owners of Trevelyan House about the sale and the future of the property. Toby York informed the PCC that the future sale of the property put the redevelopment of the church forecourt in question as it included the levelling of the ground of the whole site. The planning permission for the redevelopment of the forecourt would expire in August 2016 and so new planning permission would have to be obtained from Westminster City Council.

4.2 Organist Fr Philip mentioned that the farewell party and final service for Andrew Sampson had been very happy occasions. Andrew had sent notes about the state of the organ to both Fr Philip and to Manders. (organ firm) It was agreed that the PCC should send a formal note to Andrew, recording the PCC's deepest appreciation for his talent and commitment over twenty years.

Action: Jane Kennedy, PCC Secretary, to draft the letter Andrew.



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The interview had been held with Nigel Groome, which was chaired by Sue Lowson. The churchwardens and Fr Philip were on the panel. Unanimous agreement was reached by the panel to appoint this high calibre individual. Nigel Groome had accepted the appointment and would start formally on Advent Sunday. He would also be present at other events and on St Matthew's Day. He would be based at St Matthew's four days a week and on Sundays. The appointment would be announced on Sunday 24 July.

4.3 Summer lunches Fr Philip praised the summer lunches that had been held so far which were much appreciated. He suggested that the lunches should continue, with lunches for special occasions such as Harvest and Advent Sunday. As there was no one to do the lunch on 31 July, it was agreed that this would be a 'bring and share' lunch.

Action: Fr Philip to produce a calendar of dates and events.

4.4 Pastoral Assistants Ryan Williams and Isaiah Atwiine have been appointed as Pastoral Assistant for the forthcoming year. A special licensing service for the PAs from St Matthew's, St Peter's. Eaton Square and St Dunstan's would be held on Monday September 5 at 7.30pm.

4.5 Sacristy furniture There was a pressing need for new vestment storage in the Sacristy. A plan and estimate had been received from Envoplan for a new cupboard, from floor to ceiling which would provide better space for the chasubles and copes. The present cupboard by the external door would also be replaced. The cupboards above the servers' cupboard would also be replaced. The cost would be £4-5000. There was £7000 still available in the routine building budget which would cover the cost. It was recommended that a second quotation for the cupboards be obtained. The cupboards would be in place by Christmas and the detailed arrangements would be handled by the Standing Committee.

4.6 The Bishop of London It had been announced on 19 July that the Bishop of London would be retiring on 2 February (Candlemas).

5. Finance

5.1 PCC to agree Common Fund Payment Toby York proposed, Alastair Callcutt seconded and it was agreed by the PCC to increase the payment to the Common Fund for 2017 to £67,000.

Action: Toby York to send confirmation of this decision to Mary Spredbury.

5.2 Half-year report

Toby York gave a summary of the financial position with high level comparative data from previous years in his presentation.,

- Income and expenditure – the financial position was relatively healthy with both income and expenditure approximately double that of the same point in 2011.
- Voluntary income -Voluntary income was made up of tax efficient planned giving (TEPG), other planned giving (OPG) and other sources. Tax efficient



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giving was relatively static but voluntary income as a whole was back on trend, after a slight increase followed by a drop below the overall upward trend, in 2014-15.

- Number of planned givers by average weekly amount – the chart showed the number of givers by banding of average weekly amount. The largest proportion of people were paying less than £3 . If this group of people was encouraged to pay up to £5 per week, it would have a significant impact due to the number of givers in this bracket.
- The number of standing orders/direct debits had declined slightly since 2014
- Although 15% of givers had left in 2016, the actual number of planned givers still remained at about 60 people. This represents 'churn'. This is the number of donors lost as a percentage of the total number of donors, which for St Matthew's was quite high.
- There was no change in the average weekly giving by age group.
- Trailing twelve month income to 30 June –income from grants had been quite small since the grant from the Westminster Spiritual Aid Fund. Grants represented an opportunity for increased growth in income. Income from the Clergy House had increased by 50% in the last five years. Income from the Conference Centre had risen from £10-12,000 in 2012 to £65,000 in 2015.
- Expenditure by type - expenditure had almost doubled over the past five years, the most significant aspects of growth had been Common Fund, ministry and running costs.
- Although expenditure had increased, the reserves had risen dramatically since 2013, following the bequest from Marguerite Greatorex.

Having presented the financial data and trends, Toby used the data to indicate the type of ministry that the church was offering i.e. a maintenance rather than a 'growth' ministry as the number of regular givers had stayed relatively stable for some years. The PCC members were asked what they would like the ministry to look like and where they wanted to position the church in the future. This would also have an impact on the mission statement and could also be linked with the Reform and Renewal strategy of the Church of England. It was agreed that the PCC would meet on Saturday 8 October from 10-1pm at St Matthew's to discuss finance in the context of mission and the future strategy.

Jane passed on compliments from Jonathan Aitken to Toby on his excellent financial report as he was unable to attend the meeting and Fr Philip thanked Toby for an excellent presentation.

Action: Toby York to send PCC members (and Nigel Groome) the Mission Action Plan and the questions he had asked at the meeting for members to think about before the strategy meeting.



6. Update on the lighting and reparation project

Fr Philip, Melanie de Blank and Isaiah Atwiine had held a meeting with Sarah Webster from the Diocese about fundraising. As more research was needed and the appeal still had to be launched, it was agreed that the project would not commence until 2017.

Three to four months was required for fundraising. A strapline and an explanation for the fundraising needed to be drafted.

Action: Fr Philip to arrange another meeting with Sarah Webster.

The roofs, however, would be repaired in the autumn. Ray Mingay, from the St Andrew's Club, also wished to be involved in looking at the future of the whole site.

- 7. Rotas and team leaders** It was agreed that the structure for the rotas needed to be refreshed and people to become team leaders. It was agreed that the three monthly rota was much better than being asked to take part less than a week beforehand. The pastoral assistants would be asked to build up the structure for intercessors, coffee, readers and welcomers again.

Action: Fr Philip to review the guidelines for ministries which had been drafted by Margaret Robinson.

8. Any other business

8.1 PCC Members' Information Evening Jane Kennedy announced that the next PCC Members' Information evening would be held on Thursday 20 October at Diocesan House. PCC members were asked to tell Jane if they wished to attend.

Action: Jane to email details of the meeting to PCC members.

- 8.2 Wychcroft** Fr Philip announced that a church weekend would be held at Wychcroft, Surrey, from 30 September – 2 October. The congregation of St Stephen's, Rochester Row, would also be invited.

- 8.3 New security system** It had been noticed that the door into the conference centre had been left open after the start of the service since the new security system had been installed. The welcomer and the Junior Church organiser needed to have a fob to open/lock the door.

- 8.4 St Matthew's Day** Fr Philip reminded the PCC about St Matthew's day on 21 September and announced that the Bishop of Lincoln would be preaching.

9. Dates of future meeting,

Monday September 12th, Wednesday November 23rd.