

ARCHDEACON'S VISITATION TO ST MATTHEW'S WESTMINSTER 2013 SUMMARY OF ACTION POINTS

The Archdeacon, the Venerable Bill Jacob, recommended the following action after checking the church records during his Visitation:

1. An electronic version of the church property register should be produced.
2. 'Smart water' should be put on all metal objects. [This enables the Police to identify the owner of stolen property].
3. A lightening conductor test should be done annually. The architect would be contacted to recommend a firm. [The insurance company could also be contacted.]
4. Lee Lieske and Tamara Katzenbach, who were elected from the floor at the APCM, should also complete nomination forms for the PCC retrospectively to declare that they meet the relevant financial qualifications etc to serve. (Action completed)
5. The employment status of the pastoral assistants needed to be resolved. The Archdeacon asked to be informed when this had been done. It was noted that it was simpler to 'employ' people.

COMMITMENTS MADE BY ST MATTHEW'S

1. A new fire risk assessment is required to comply with legislation and our insurance policy.
2. A review of all insured values should be undertaken.
3. The suggested donation for staying overnight should be reviewed and visitors should be "encouraged to be more generous".
4. A stewardship campaign is to be undertaken in the Autumn.
5. The PCC should adopt a legacies policy.
6. We agreed to facilitate the setting up of a group for pastoral assistants in the Two Cities area.

Jane Kennedy
Hon Secretary, St Matthew's, Westminster.
July 2013