

	Time	Item	Notes	Action
	7.30pm	Present	Daniel Barker, Elaine Brookes, Ben Butterfield, Ros Clewes, Jose Davenport, Winner Denwigwe-Aggrey Diane Edlin, John Edlin, Obumneme Esomchukwu, Patti Lane, Rev Yemi Oladunjoye, Mike Ray, Jimm Rennie, Rev Jim Trood, Lorna Williams, Alyson Green (Finance Officer), Nancy Candlin (Minute-taker)	
1.	7.30pm	Apologies	Sandra Alleyne, Adil Burke	
2.	7.30pm	Welcome and prayer	Rev Jim welcomed the group and began with a reading from Colossians about Christ's church, and then followed with a prayer.	
3.	7.35pm	Minutes of the previous meetings	<p>Minutes of the meeting Monday 17 November 2025</p> <p>Proposal: To accept the minutes as a true representation of the Church Council (CC) meeting held on Monday 17 November 2025.</p> <p>Proposer: Patti Lane Secunder: Yemi Oladunjoye</p> <p>Agreed unanimously.</p>	
4.	7.40pm	Declarations of Interest	None	
5.	7.40pm	Matters arising/Updates	<p>a. Role descriptors (Rev Jim) Rev Jim has been given lots of materials to read and, when he has done that, the descriptors will go the Personnel Committee for approval before being presented to the CC for sign off.</p> <p>b. Accountability areas (Rev Jim) These were circulated prior to the meeting and are now complete.</p>	
6.	7.45pm	Notification of Any Other Business	None	
7.	7.45pm	Safeguarding (Standing Item)	<p>a. DBS and Training update (Nancy Candlin) Nothing to report. The CC were encouraged again to complete the Domestic Abuse module. This is not mandatory but is advised by the national Church.</p> <p>b. Safeguarding matters arising (Rev Jim) There have been three minor matters recently which have been dealt with and passed on, as appropriate, by Rev Jim and the Safeguarding Officer, Barbara Parker.</p>	

			<p>One of the matters was raised by Blue Coat Academy as a result of their own Safeguarding review before Christmas. It highlighted a weakness around their assemblies in St Matthew's whereby staff and volunteers of St Matthew's were not always easily identifiable and it would be easy for someone not connected with the Church to masquerade as a volunteer. As a result, 50 branded lanyards and ID badge holders have been ordered and will be available for use by St Matthew's staff and volunteers as soon as possible.</p>	
8.	7.55pm	Synodical Reports, Church Council Governance & Housekeeping inc. Accountability Areas (Standing Item)	<p>a. Deanery Synod elections 2026 (Rev Jim) Prior to the meeting a letter concerning upcoming Deanery Synod elections was circulated. Nominations for posts will be sought before St Matthew's Annual Meeting when voting will take place.</p> <p>Rev Jim noted that the next deanery Synod meeting looks especially interesting deanery and so for those exploring being a synod member, going along and taking part. The next meeting will be Thursday 12 February, when there will be an interesting speaker. Deanery Synod is an important body, and the next three years will be particularly exciting as elected Diocesan Synod representatives go to General Synod and so they can make a real difference.</p> <p>b. Statistics for mission (Rev Jim) Rev Jim gave a précis of the information submitted to the national Church for their annual survey. Of 240 regular service participants, only 177 are on the electoral roll (partly because some are children). Because of these numbers, St Matthew's can have three representatives on the Deanery Synod.</p> <p>Additional data:</p> <ul style="list-style-type: none"> • The average age of church members is about 45 years • There are 36 children and 204 adults who regularly attend • The age group of the newly retired is the smallest of all age groups represented at St Matthew's • St Matthew's had membership turnover about 10% last year • Church attendance was up about 12% and is at its highest point since 2015 • Christmas attendance was up 11% (higher than at any time over the last 50 years). <p>In response to questions, Rev Jim confirmed that the figures included the visitors from Seasons rehab centre, and that the national press have access to the national figures.</p>	
9.	8.00pm	Buildings/Health and Safety	<p>a. Trees in the churchyard (Chris Boden) Chris Boden sent a report to the CC prior to this meeting. He noted that there was considerable tree damage during the recent storms but the council came very promptly to deal with the matter. They also informed the church prior to their visit.</p> <p>b. Building and grounds update (Chris Boden) A recent faculty application has been approved regarding the work on the drains, and so this can now commence.</p>	

			<p>John Edlin would like to remind everyone to maintain the current high standards of cleanliness in the kitchen to avoid a reintroduction of mice now that they have been eradicated.</p> <p>c. Carpet replacement (Diane Edlin) There has been no action on the carpets as Diane Edlin has been away.</p> <p>d. Energy audit – next steps (Rev Jim) The energy audit grant that St Matthew’s has access to having taken part in the pilot survey is going to be spent on replacing the non-energy efficient light bulbs in church.</p> <p>Since Christmas new guidance has been issued by the national Church about heating and faculties. Since St Matthew’s has ongoing problems with the boilers it is time to look at replacing the heating source over summer ready for next winter. (The information was circulated to the wardens and relevant buildings group prior to the meeting.) New advice included is about being realistic that gas boilers cannot just be abandoned but that their use be made as efficient as possible.</p> <p>It was agreed that summertime is a good time to look at working on replacement for the unrepairable boiler with a better one. A proposal will need to be put together as this will not be a straight like-for-like change. John Edlin will bring a proposal to the next CC meeting.</p> <p>e. Church Centre (Nancy Candlin) Solar panels Prior to the meeting, two initial quotations from local companies about installing solar panels on the Centre roof were circulated to the group. One quote with solar panels only is approximately £19k to install; the second quote included a battery for power storage and came at a rough cost of £18k to install. Whilst the Centre has gas central heating, if solar were used, electric heating would become much cheaper and reduce costs considerably.</p> <p>It was agreed that exploring solar with the battery is the preferred option. A third company was proposed to approach, so Nancy Candlin will get in touch with Project Solar, as suggested by one of the group members.</p> <p>It was also suggested that consideration be taken into account of insurance, should there be an issue or the company fail, and of ongoing maintenance.</p> <p>In the short term, Nancy Candlin asked if she might buy curtain fabric to replace the very tired curtains in the Main Hall with new ones to reduce heat loss. The approx. cost of the fabric and lining is £500. She will make some simple curtains.</p>	<p>John Edlin to bring the proposal to the next CC meeting.</p> <p>Nancy Candlin to approach Project Solar for a quote.</p> <p>Nancy Candlin to buy the fabric and lining fabric, and</p>
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			Comfort break	
10.	8.35pm	Finance	<p>a. Finance report (Alyson Green) As of today, the balance of No1 account stands at £69,939.77 The balance of the Centre account stands at £4656.06 COIF Deposit £1628 COIF Property Fund £44,571 COIF Ethical Investment Fund £3078</p> <p>We are still awaiting a gift aid claim for £3985.29.</p> <p>Alyson Green also reported that she has just started work on the annual accounts for 2025.</p> <p>b. Fees Church fees for occasional services were circulated prior to the meeting and are posted up on the Church noticeboard and website.</p> <p>c. Budget Update (Rev Jim) Church Total giving for last year was down only £43 on prediction. The gift aid amount shown is artificially inflated due to a delayed payment from 2024, however other income is also up including that of weddings. The total income was up £24k and expenditure was £14k lower than expected. The overall balance is about to break even and much better than was predicted at the start of the year.</p>	

			<p>Centre Income was about £5k lower than expected, but expenditure was about £8k lower than predicted. The Centre will have made a profit of about £1400. Rev Jim also noted that the Church gets about £6.5k free use of the Centre.</p>	
11.	8.45pm	Choir robes	<p>St Matthew's has a set of choir robes that have not been used for 20 or more years. Andrew Clayton lent them to a church in West Ham in 2022, and this church has offered £250 to buy them. If the robes are not listed in the Church inventory, the CC can agree to this; if they are listed in the inventory, we will need a faculty in order to sell them. John Edlin checked the inventory online and confirmed that robes are not listed.</p> <p>Proposal: To sell the Church choir robes to the West Ham community choir.</p> <p>Proposer: Elaine Brookes Seconder: Winner Denwigwe-Aggrey</p> <p>Agreed unanimously.</p>	Jim to let Andrew know.
12.	8.50pm	Leadership Team	<p>Vision update (Rev Jim) The Leadership Team has been meeting, reviewing and assessing what the Church has been doing, and looking forward to where it goes 2026-2030. The journey they have agreed on is:</p> <ul style="list-style-type: none"> • Who we are • Connecting with the community • Welcoming and building relationships • Nurturing discipleship • Developing leadership. <p>The aim is not to change what the Church has been doing but to build on where it is and what is going well.</p> <p>As part of this strategy, the leadership team would like to trial a services translation for those who speak other languages. There is a new app being developed called Breeze Translate which connects with the AV system so that a user can scan a QR code and receive a real-time translation of the service in the language of their choice on their mobile. The cost is £6/week for two languages, or £11/week for any number of languages (Sundays only). The development company is looking to trial the app in churches. Would the CC be interested in a two-week free trial?</p> <p>The group agreed to this, and Mike Ray and Rev Yemi will look at taking part in the trial, perhaps with someone from the Asian congregation.</p>	Mike Ray and Rev Yemi to apply to take part in the two-week Breeze Translate trial.
13.	9.00pm	AOB	None	

	9.05pm	Confidentiality	<i>To decide whether any part of the proceedings of the meeting should be regarded as confidential once final minutes are published.</i>	
			No items of confidentiality	
	9.10pm	Closing Prayer	Rev Jim closed the meeting with a prayer.	

Items currently on hold

- 2nd WW memorial

2026 dates – (Mondays unless otherwise stated)

Standing Committee	PCC	Focus	Leadership Team
12 th Jan	26 th Jan	Statistical review (annual return)	Thurs 22 nd Jan
23 rd Feb	9 th Mar		Wed 25 th Feb
20 th Apr	18 th May	APCM preparation inc. Annual report & financial statement	Mon 13 th Apr
	15 th June	Annual Admin for new PCC	Wed 13 th May
29 th June	13 th July		
14 th Sept	28 th Sept	Annual Safeguarding Review	
19 th Oct	23 rd Nov	Annual Fees approved	
7 th Dec (wardens meeting)			

APCM 2026: (possibly weekday as although attendance is higher it may increase commitment)

Archdeacons Visitation 2026: Wed 24th June (Lichfield Cathedral)