St matthews walsall

Worshipping God | Equipping His People | Growing His Kingdom | Serving Walsall

Church Council Minutes
7.30pm at St Matthew's Church
Monday 15 June 2026

	Time	Item	Notes	Action
	7.30pm	Present	Sandra Alleyne, Daniel Barker, Sylvia Boss, Ben Butterfield, Ros Clewes, Jose Davenport, Diane Edlin, John Edlin, Rev Yemi Oladunjoye, Mike Ray, Jimm Rennie, Judith Ridgway, Rev Jim Trood, Lorna Williams, Alyson Green (Finance Officer), Nancy Candlin (Minute-taker), Rev John Otiba (Observer)	
1.	7.30pm	Apologies	Ros Clewes, Uzoamaka Esomchukwu, Sara Gumpo, Michael Pymm	
2.	7.30pm	Welcome and prayer	Rev Jim welcomed the group, and a particular hello to Sylvia Boss, a new Church Council member. He then read Psalm 47 and the group sang *King of kings* and shared a prayer.	
3.	7.35pm	Minutes of the previous meetings	**Minutes of the meeting Monday 18 May 2026** **Proposal:** To accept the minutes as a true representation of the Church Council meeting held on Monday 18 May 2026. **Proposer: Ben Butterfield** **Seconder: Diane Edlin** **Agreed unanimously.**	
4.	7.40pm	Declarations of Interest	None	
5.	7.40pm	Matters arising/Updates	None	
6.	7.40pm	Notification of Any Other Business	Three small items to be raised at the end of the meeting.	
7.	7.40pm	Church Council Governance & Housekeeping inc. Accountability Areas (Standing Item)	a. **Trustee forms and documents to sign** (Rev Jim) Rev Jim pointed out that the church is still one Churchwarden short (and one Elected Mem and the UKME advisor, though this post is ceasing next year) and if anyone knows someone who might be interested, to have a word with Rev Jim first. Elaine Brookes may come back as an Elected Member, if she wishes. There was some legal paperwork to be completed – the Fit and Proper Person Declaration and PCC Trustee Eligibility Declaration, as well as details that will be uploaded to the Charity Commission website. Church Council members are also required to have an up-to-date DBS check and complete the Basic and Foundation online Safeguarding courses. b. **Policies and procedures** (Rev Jim)	NC to upload to the Charity Commission website and file the completed paperwork. NC to trigger any required DBS applications and Safeguarding courses.

			Mike Ray has set up a new link where the policies and procedures can be accessed. Hard copies can also be obtained from the office, if required. c. **General 'housekeeping' and good governance** (Rev Jim) Overview: Rev Jim welcomed all new Council members and thanked them for standing for election. An overview of the governance of the Council was sent out prior to the meeting: this is not a legal structure, however. Rev Jim noted that a Deputy Lay Chair of the Church Council needed to be elected at this meeting. This person stands in for Rev Jim if he is unavailable or needs to absent himself from the room. Diane Edlin took the role last year and is happy to do so again. Annual Report: The Council then needed to approve the examined and signed Annual Accounts, which were circulated prior to the meeting, before they are uploaded to the Charity Commission website. The Church Council agreed the Accounts unanimously. Accountability areas: Rev Jim explained that there are various sub-committees that help run St Matthew's, and for each group there is a designated person who has oversight of each committee. This was not being reviewed today. **d. Housekeeping (**Rev Jim) The Standing Committee is a legal entity, as detailed in the Church Representation Rules. It conducts business between Church Council meetings and formulates the Church Council agenda. There should be at least five members – two cannot be the minister or wardens. Of the current members, Jose Daveport will continue but Diane Edlin will stand down. Mike Ray agreed to join. e. **Expectations of Church Council members** (Rev Jim) Church Council members are expected to maintain confidentiality over the meetings. They are encouraged to discuss and debate within the group, but not to share anything that arises outside. Only decisions made are reported. Some items will be kept confidential and redacted in any public documents. Any member can request a confidential vote if there is a contentious matter. f. **Completion of documents** (John Edlin and Rev Jim) Anyone who attended the APCM was asked to sign the book – this is not a legal requirement but done out of historical interest. g. **Walsall Faith Forum** (Jose Davenport) Jose Davenport is happy to carry on with the Forum as she finds it interesting. The next meeting is about to come up and anyone is welcome to attend.	NC to circulate the link to the policies and procedures. NC and AG to upload the accounts to the Charity Commission website.

			h. **Deanery Synod report** (Diane Edlin and Jimm Rennie) The representatives on the Deanery Synod are Diane Edlin, Mick Pymm and Daniel Barker, and Jimm Rennie also attends in his role as Diocesan Synod representative. Jimm and Diane remarked that the most recent meeting included a presentation by five churches on what they did regarding outreach – and they were all vastly different – and it was felt that it was important that St Matthew's focussed on outreach looking forward. Both Jimm and Diane felt that it had been a very encouraging meeting. Jimm Rennie then noted that there will be elections for officers of the Synod soon, one of which is the role of Secretary. Job descriptions will be available shortly. Anyone is welcome to attend Deanery Synod and the dates of the next meetings were handed out at the meeting.	
8.	8.15pm	Safeguarding (Standing Item)	a. **DBS and Training update** (Nancy Candlin) Nothing to report. Nancy Candlin will process the DBS requests/Safeguarding courses for any in the Church Council who need it/them. b. **Safeguarding matters arising** (Rev Jim) It is recommended that all Church Council members also do the Domestic Violence training. This is not yet mandatory but may become so soon. Rev Jim explained that churches now have a 'safeguarding dashboard' that they need to complete and regularly update. He will be bringing a different compliance question to each meeting to facilitate this. The question that was circulated for today was about lone working practice and the implications for the pastoral care team. There was some discussion about what this means and where it applies, and making sure that everyone who does any pastoral care is aware of the rules (e.g. if on official church duty, report any gifts given, log dates and times of visits, have business car insurance if taking others out). A second issue was discussed about what is covered by 'Safer activities' on the dashboard. Rev Jim will feed back to the Diocese the questions that arose, such as what counts and an activity run in the name of the church and how to adjudge those activities that are primarily for children, young people and/or vulnerable adults. Activities discussed included but were not limited to: Baby Massage, Sensory Play for Babies, Children's Church, JAM, OWLs, Places of Welcome, Stay and Play, Community Choir, Bell Ringing, Homegroups, Alpha, Church Weekend Away, work-experience students, Music Team rehearsals, etc.	NC to send links to the Domestic Abuse module.
9.	8.30pm	Personnel	a. **Role descriptors** (Rev Jim) Rev Jim asked that the group read the descriptors and feed back any questions to him so that they can be formally accepted at the next meeting.	

			Comfort break	
10.	8.45pm	Buildings/Health and safety	a. **Buildings and grounds update** (John Edlin) Building reports were sent out prior to the meeting. The falling masonry report was particularly interesting, and Ben Butterfield has had a conversation with Blue Coat Academy, who are carrying out their own risk assessment for events and assemblies in church. Chris Boden is continuing his work repairing the pews. b. **Carpet replacement** (Diane Edlin) The Diocese has given permission to replace the carpets but the one chosen is no longer available. Churchwardens will choose the best alternative shown. Hopefully there won't be a cost implication. The plan is to fit over the summer holidays and it is expected to take two or three days. John Edlin and Chris Boden will manage the removal of the old carpet (not part of the quote) and ensure that all supporting boards are sound, and also that the ramp is in good condition. Tom Parker has asked to check the tech wiring under the carpets. c. **Wifi improvement** (Rev Jim) Details of the upgrade to the wifi system in church that have been requested by Blue Coat Academy were shared prior to the meeting. If approved, they hope to get it installed before the end of the academic year so that they can test it out. It has been requested as they need a stronger signal to take the registers at morning assemblies on their tablets. It will be powered over the ethernet and so won't require electrical sockets. Rev Jim is going to check with Tom Parker about ownership of the system after fitting as this may have an impact on insurance. **Proposal:** To agree to the upgrade of the wifi in St Matthew's, as outlines in the paper presented to the Church Council, with a review after 12 months and subject to insurance approval. **Proposer: Rev Jim Trood** **Seconder: Jimm Rennie** **Agreed unanimously.**	
11.	9.00pm	Finance	a. **Finance report** (Alyson Green) As of today, the balance of No1 account stands at £65,288.76 The balance of the Centre account stands at £10,610.27 COIF Deposit £1652.91 COIF Property Fund £45,812.40 COIF Ethical Investment Fund £3073.43	

			The Centre balance has dropped as a new fire alarm system has been installed. The No1 account balance includes the Embodied Faith grant. We have received a gift aid claim for about £4k and submitted a claim for about £4k for the end of year. **Proposal:** The Church Council approve the examined Annual Report and Accounts 2025. **Proposer: John Edlin** **Seconder: Daniel Barker** **Agreed unanimously.** b. **Budget Update** (Rev Jim) It is very difficult to make any confident predictions at the moment, but broadly speaking the Church income will be about £17.5k lower than budgeted (predicted giving going down by £11k), and expenditure about on target. This indicates a shortfall of £17.5k. The Centre’s income is predicted to be £6k more than budgeted and expenditure £1k lower than expected. This would indicate profit of £7k. Overall, therefore, there is a predicted loss of £10k. Rev Jim will give another update in September, when he plans a sermon series focussing on giving again. Alyson Green noted that she is waiting for £4k in gift aid to come in, also.	
13.	9.20pm	AOB	**Standing Committee meeting** The next date clashes with the Archdeacon’s Visitation and so the suggested date will be 1 July. **Mileage allowance** This has gone up from 45p/mile to 55p/mile, backdated to the start of the year. Rev Jim is happy for this to be uprated in April 2027. **Eucharistic licences** Rev Jim suggests a few changes: to take Iris Mallaband and Joan Nock off the list, due to ill health, and to ask Adil Burke if he thinks anyone in the Asian Congregation might be interested. Rev Jim is keen to have some younger helpers and wondered someone who could help in school services. It would also be helpful for Sylvia Boss to have support with Home Communion, but it has to be someone available during the day. Rev Jim will approach some of the possible suggestions.	Rev Jim to follow up on the possible licencees.

			There are no changes to the Leading and Preaching team.	
	9.20pm	Confidentiality	*To decide whether any part of the proceedings of the meeting should be regarded as confidential once final minutes are published.* No items of confidentiality	
	9.25pm	Closing Prayer	Rev Jim closed the meeting with a prayer.	

Items currently on hold

- 2nd WW memorial

Dates of meetings

Suggested 2026 dates (Mondays unless otherwise stated)

Standing Committee	Church Council	Focus	Leadership Team	Deanery Synod
	15 June	Annual admin for new Church Council	22 June	30 July – Summer eucharist at St Gabriel’s
~~29th June~~ 1 July	13 July		3 Aug	6 Aug – BBQ fundraiser for Deanery Mission Grant at St Gabriel’s
14 Sept	28 Sept	Annual Safeguarding review	7 Sept	
19 Oct	23 Nov	Annual fees approved	12 Oct	23 Sept – TikTok ministry and prayer evening
7 Dec (Wardens’ meeting)			16 Nov	11 Nov – Embrace the Middle East
				3 Dec – Advent Reflection