

# Minutes of PCC Finance Meeting

Wednesday 23 December 2020

19:30 via Zoom



**ST. MARGARET'S**  
RAINHAM

**Present:** Heather Baker (HB); Nigel Barfoot (NB); Ann Critchley (AC); Lorna Dyer (LD); Janet Garnons-Williams (JGW); Nick Grief (NG); Felicity Holton (FH); Jamie Jackson (JJ); Revd Jonathan Jennings (JPJ) left the meeting at 20:00; Davina O'Brien (DOB); David Ormiston (DO); Linda Randall (LR); Owen Smith (OS); Jodie Ward (JW); Kayleigh Ward (KW); Revd Nathan Ward (NW); Charley Whittaker (CW); Terry Whittaker (TW)

Item	Details	Action
<b>1.</b>	<b>Prayer:</b>	
	JPJ opened the meeting with prayer.	
<b>2.</b>	<b>Apologies:</b>	
	JGW chaired the meeting. Apologies were received from Frank Pantony (FP), Ian Bryant (IB) and Revd Christine Allen (CA)	
<b>3.</b>	<b>Finance Committee Update:</b>	
i.	<p><u>Finance Presentation</u> – TW walked through the PowerPoint presentation that had been previously circulated including an estimated year end forecast, budget proposal for 2021 and change to the reserves policy. Questions were raised and answered in the process.</p> <p>It was identified that in order to agree the budget a new resolution would have to be passed for the sale of 123 Station Road confirming that the proceeds would not solely be for the development of the Millennium Centre, but instead become unrestricted funds.</p> <p>NW confirmed that, following a specific question, the budget supported the anticipated mission of the church for 2021.</p> <p>DOB confirmed, on behalf of the finance committee, that there would be more rigour over expenditure emphasising that this wasn't intending to introduce a layer of red tape.</p> <p>NW made the point that there had been a number of additional unexpected costs associated with the church building and the Millennium Centre but that we now had a much better understanding of these buildings and would not expect further material unanticipated cost.</p>	
a)	<p>NW proposed and DO seconded the proposal that: 'the PCC agree to sell the property of 123 Station Road and amends its previous decision which was to use the asset to develop the Millennium Centre to now use the cash asset to be unrestricted within the budget'.</p> <p>FOR: 17   AGAINST: 0   ABSTENTION: 0   Proposal unanimously agreed</p>	<b>Finance Gp</b>
b)	<p>TW proposed and NB seconded the proposal that: 'the PCC agree a reserves policy for 2021 to be equivalent to 25% of planned giving, excluding extraordinary items and Parish Share, based on the previous 12 months expenditure'.</p> <p>FOR: 16   AGAINST: 1   ABSTENTION 0   Proposal agreed</p>	<b>Finance Gp</b>
c)	<p>DOB proposed and OS seconded the proposal that: 'the PCC accept the proposed 2021 budget, subject to the apprenticeship proposal'.</p> <p>FOR: 17   AGAINST: 0   ABSTENTION: 0   Proposal unanimously agreed</p>	<b>Finance Gp</b>
d)	<p>TW proposed and JGW seconded the proposal that: 'the PCC confirm that the St Margaret's PCC Bookshop account held at NatWest Bank is to be closed following</p>	

	<p>the transfer of ownership of the bookshop, and assets transferred to St Margaret's General Fund'</p> <p>FOR: 17   AGAINST: 0   ABSTENTION: 0   Proposal unanimously agreed</p>	<b>Finance Gp</b>
ii.	<p><u>Fee Proposal</u> – There had been a request from Kate Canton for the PCC to confirm the structure going forward for fees for services in 2021 – refer to the previously circulated document. It should be noted that:</p> <ul style="list-style-type: none"> <li>- bell ringing for weddings, ashes digger, organist for weddings and organist for funerals are all providers of services and not employees</li> <li>- fees for a renewal of wedding vows service to only be charged if not part of an existing church service</li> </ul> <p>TW proposed and DO seconded the proposal that: 'the PCC agree there is no change to the fees for bell ringing at weddings, ashes digger, organist at weddings and organist at funerals. Furthermore, fees for a renewal of wedding vows service to be charged at £150 but with Vicar's discretion'.</p> <p>FOR: 17   AGAINST: 0   ABSTENTION: 0   Proposal unanimously agreed</p>	<b>Finance Gp</b>
iii.	<p><u>Finance Committee Terms of Reference</u> – refer to previously circulated document. DOB confirmed these had been shaped in line with other St Margaret's terms of reference. A suggestion was made to include in the Membership section: 'that the committee will appoint a Chair from within its members at its first meeting'. All agreed.</p> <p>DOB proposed and TW seconded the proposal that: 'the Finance Committee Terms of Reference be adopted'.</p> <p>FOR: 17   AGAINST: 0   ABSTENTION: 0   Proposal unanimously agreed</p>	<b>Finance Gp</b>
iv.	<p><u>Treasurer's Role Profile</u> – refer to previously circulated document. A question was raised about Safer Recruitment and safeguarding; NW proposed that he and LR continue their work on the safeguarding statement for all job roles and this be added in once finalised. All agreed.</p> <p>After some discussion it was agreed that 'Key Task 4' be amended to 'Ensure that all financial records and reports are available for submission to the Charity Commission by the Operations Manager by the due date (currently 31 October)'. It should be noted that it is the intention of the Finance Committee to produce job role profile for the Operations Manager.</p> <p>DOB proposed and TW seconded the proposal that: 'the Treasurer's role profile be adopted'.</p> <p>FOR: 17   AGAINST: 0   ABSTENTION: 0   Proposal unanimously agreed</p>	
<b>4.</b>	<b>Safeguarding Update:</b>	
	None to report	
<b>5.</b>	<b>Mission:</b>	
	<p>NW reported that, in light of the Tier 4 restrictions in place and the closing of the physical church to visitors, there is a form of words required by the Bishop. Accordingly, the following statement was unanimously agreed by PCC:</p> <p>'The Vicar and Parochial Church Council of St Margaret's Church, acting jointly, request that the Bishop authorise dispensing with the reading of Morning and Evening Prayer as required by Canon B11 and the celebration of Holy Communion as required by Canon B14 on a regular basis until 1 February.</p> <p>The reason for the dispensation is that in light of the Government's regulations and guidance on preventing the spread of the Covid-19 pandemic, there is no church in the benefice and there is no reasonable prospect of any church in the benefice being made safe for that purpose until at least 1 February'.</p>	<b>NW</b>

<b>6.</b>	<b>AOB:</b>	
i.	<p><u>Rainham Fairy Trail</u> – KW reported that as part of the community engagement work, given that the church buildings are not available for use, they had been looking at ways to engage with the community in different ways and areas. The Friends of Rainham Rec group has come about as part of this work and they propose to introduce a fairy trail around Rainham and local businesses, culminating in Rainham Rec, to encourage families to be outside together. This would involve having a 3x5 inch fairy door moulded out of clay and being fixed to either the outside of the Millennium Centre or visible from an inside window. Cost to the church would be £10.</p> <p>KW proposed and CW seconded the proposal that: ‘the PCC spend £10 to make the fairy door and site this at the Millennium Centre’.</p> <p>FOR: 17   AGAINST: 0   ABSTENTION: 0   Proposal unanimously agreed</p>	<b>KW</b>
ii.	<p><u>Final Decision regarding apprenticeship</u> – the PCC noted that there is a conflict of interest between this agenda item and two trustees of the charity, namely Terry Whittaker and Charley Whittaker. Therefore, TW and CW left the meeting prior to any discussions taking place.</p> <p>It was asked who would line-manage Conor - DOB stated that she would take on the role of line manager and it was confirmed that the PCC would be the employer. There were two models proposed, one based on 35hrs a week and the other 40hrs a week. The costs would be broken down as:</p> <p>35hrs - £14,556 (total cost), £7,278 (annual cost)</p> <p>40hrs - £16,714 (total cost), £8,357 (annual cost)</p> <p>The proposal is that it would begin in August 2021.</p> <p>a) JGW proposed and DOB seconded the proposal: ‘to agree in principle for up to 40hrs per week’.</p> <p>FOR: 15   AGAINST: 0   ABSTENTION: 0   Proposal unanimously agreed</p> <p>b) JGW proposed and DOB seconded that: ‘the PCC agree to pay the National Minimum Wage’.</p> <p>FOR: 14   AGAINST: 0   ABSTENTION: 1   Proposal agreed</p>	<b>DOB</b>
<b>7.</b>	<b>Date of Next Meetings:</b>	
	Wednesday 13 January 2021 at 19:30	
<b>8.</b>	<b>Closing Prayer:</b>	
	NW closed the meeting with prayer at 21:30	