



	<p>LR reported that two PCC members are still to complete their paperwork; these are to be returned to LR as soon as possible.</p> <p>There are no new cases or incidents to report.</p> <p>The Safeguarding Matrix has been circulated to everyone and should be self-explanatory – every employee or volunteer must be PCC approved and this Matrix provides the framework for the required process. A concern was raised that this could put people off volunteering however, it was pointed out that safer recruitment and safeguarding is non-negotiable and there is a need for a thorough and robust process which is consistent in both paid and voluntary roles. NW acknowledged that we need to think through how we best message this new process to the congregation and how we move culture forward. A strategy for mobilisation to be brought to the next meeting.</p>	NW/LR
<b>7.</b>	<b>Finance Committee Update:</b>	
	<p>TW reported that the year-end cash at hand balance was £138,000 (the forecast being £123,000) although there were still some final bills to pay.</p> <p>January income: £21,000 including £6,000 Covid grant (first quarter forecast £36,000).</p> <p>January expenditure: £20,000 (£22,000 forecast).</p> <p>The Millennium Centre income has held up as Pre-School continue to meet.</p>	
i.	<p><u>123 Station Road</u> – this has been valued at £220,000 (note: the next-door house recently sold for £195,000). The current tenancy expires on 31 May 2021 however the tenant has secured funding and has offered £215,000 to buy the property. Given that this would involve a saving on estate agents fees plus the likelihood that house prices will drop after the 31 March when the stamp duty holiday ends, it is the Finance Committee proposal that we accept the offer targeting completion before 31 March. The Diocese will also need to sanction this, and a Diocesan lawyer engaged. The Finance Committee also proposed that the Diocesan lawyer be asked to undertake the conveyancing on our behalf, subject to an appropriate quote for services.</p> <p>Two motions were proposed by TW and seconded by JGW:</p> <p>1) That PCC accept the offer of £215,000 from the current tenant. FOR: 19   AGAINST: 0   ABSTENTION: 0 Unanimously agreed</p> <p>2) The Diocesan lawyer be appointed to convey on the PCC's behalf subject to the quote. FOR: 19   AGAINST: 0   ABSTENTION: 0 Unanimously agreed</p>	
ii.	<p><u>Bookshop account closure request</u> – this is progressing, albeit slowly, but hopefully will be finalised in the next few weeks.</p>	
iii.	<p><u>Budget Keepers</u> – a list of proposed budget holders was circulated prior to the meeting; these would hold authority to manage and spend their budgets in line with reporting procedures. This would ensure there is both rigour and controls to spending.</p> <p>TW proposed and DOB seconded the proposal that: “the PCC agree to adopt the document” FOR: 19   AGAINST: 0   ABSTENTION: 0 Unanimously agreed.</p>	
iv.	<p><u>The Ops Manager job description</u> has been updated to include the finance element of their role – this is with JGW to be finalised.</p>	JGW
v.	<p><u>Bank Line system</u> – JJ had arranged for TW to become a secondary user/admin/auditor on the system; some training will be required.</p>	JJ/TW
vi.	<p><u>Giving</u> – there have been some conversations about giving, more thought will be given to this after the next Finance Committee meeting and then brought to PCC.</p>	Finance Gp

vii.	<u>Church credit card</u> – there had been some confusion over payments being cancelled on the current card which, whilst in Kate’s name was not used by Kate. This has now been cancelled and a new card issued in NW’s name. Kate will continue to place orders on her personal card and claim money back which is her preferred method. An Amazon business account will also be set up, which will naturally provide its own audit trail and is easily cost coded into the appropriate budget.	<b>Finance Gp</b>
viii.	<u>Payroll</u> – consideration had been given to pay reviews for Kate and Jane at 1.5% in line with the provision within the 2021 budget and in keeping with stipend review. This would need to be backdated to January 2021. This also involves an update relative to pension contribution.  JGW proposed and DOB seconded the proposal that “the PCC agree to a 1.5% increase on salary for Kate and Jane”. FOR: 19   AGAINST:0   ABSTENTION: 0 Unanimously agreed	
viii.	<u>USA payments</u> - JJ advised that he had updated Bankline to allow payments to the USA given that a lot of resources were sourced from the US.	
<b>6.</b>	<b>Operations Group Update:</b>	
i.	<u>Maintenance Tasks:</u> <ul style="list-style-type: none"> <li>Boiler servicing in church – Norse have quoted £1,500 and a breakdown of costs has been requested before agreeing this. NW advised the meeting that our boilers are domestic models and should be costed as such.</li> <li>Electrical work – there is a C2 fault on the tower; work is being arranged to sort this.</li> <li>Standard servicing needs to be carried out, e.g. fire extinguishers.</li> </ul>	<b>DOB/ NW</b>  <b>Ops Gp</b>  <b>Ops Gp</b>
ii.	<u>Path clearing/gritting in bad weather</u> – it had been agreed that legally the only area that should be cleared were the steps and area in front of the main door, however, this may need to be reviewed to incorporate the pathway through the graveyard and the path from the front door down to the road if there are any funerals. A checklist of activities is to be set up to facilitate this.	<b>Ops Gp</b>
iii.	Some damage had been reported to the southern boundary wall; it appears, after inspection, that this is old damage however there are some tiles coming loose on the same patch of wall. Arrangements are being made for this to be looked at.	<b>Ops Gp</b>
iv.	<u>Millennium Centre</u> – the downstairs windows are leaking and there is a general concern over the integrity of the windows; checks will be carried out to ensure the safety for hirers. Following the freeze on the MC refurbishment, discussions are ongoing to ensure money is spent on the right things. TW requested that, if money needs to be spent on the MC, the Finance Committee are advised as soon as possible as they are looking at the spend for the upstairs kitchen and it would be good to take this into consideration.	<b>Ops &amp; Finance Gp</b>
v.	<u>Churchyard Risk Assessment</u> – DO and John Gilkison are reviewing this.	<b>DO/ John G</b>
vi.	<u>Quinquennial reports</u> – there are no outstanding issues and we await this year’s report.	
vii.	<u>Master Alarms</u> – the quote for Childscroft is still to be obtained.	<b>JW</b>
<b>8.</b>	<b>Mission:</b>	<b>NW</b>
	NW advised that the staff team had been thinking through what ‘regathering’ looks like and the processes that need to be put in place. It would be good for the PCC to think through this transition and what mission in the ‘new world’ looks like.	

i.	<u>Journalist update</u> – the community journalist is up and running and going well; the quality is good and there is also engagement from other sources e.g. the train sim story has been picked up by Meridian. Each article has approximately 4,000 views and in March the expectation is for three articles a week.	
ii.	<u>Hope into Action</u> – a housing for the homeless project. NW has been in discussions with both the Diocese and the HIA chief exec. to explore the church’s potential involvement (see <a href="http://www.hopeintoaction.org.uk">www.hopeintoaction.org.uk</a> for general details about the project). More details will be brought to the next meeting.	<b>NW</b>
iii.	<u>Lent &amp; Easter</u> – the theme is ‘Jesus’ last words’ and home worship packs will be sent out with items enclosed which tie into services during Holy Week. This is Covid proof in that it will work whether physically in church or not.	
<b>9.</b>	<b>Minutes of the Meetings on 13 January 2021:</b>	
	Minor amendment to point 6.ii.b which should read ‘Churchyard Risk Assessment’. The minutes were then agreed as a true record of the meeting.	
<b>10.</b>	<b>Matters Arising</b> (not already recorded):	
i.	5.i 2020 accounts – Jane Forsyth has been working on these and they will soon be finalised and on track for 2021 APCM. Sue Davis at the Diocese has been providing additional assistance and advice.	<b>Jane F</b>
ii.	9.ii.b Newsletter – this is circulated to about 200 contacts on a weekly basis, with an average ‘open rate’ of 60/70%. JW would welcome any feedback.	
	9.ii.b WhatsApp prayer group – this has been set up and is working well.	
	9.ii.b Individual prayer requests during Night Prayer – still to be considered.	<b>Staff team</b>
	9.ii.e Living in Love & Faith Rep – awaiting a response.	
	<p>10.i. Harare – Latest update provided from the Vicar at St Philips, via email to NG, and the wider Harare support group who met on 9 February, with main points being:</p> <ul style="list-style-type: none"> <li>• The economic situation is very distressing.</li> <li>• The weather has been good for the harvest.</li> <li>• Covid is taking its toll with several parishioners bereaved and vaccines not likely to be available until the summer.</li> <li>• A possible zoom meeting to be arranged with the parish executive.</li> <li>• There is a campaign for educating girls.</li> </ul> <p>The Bishop of Harare has made three suggestions:</p> <ol style="list-style-type: none"> <li>1) That each diocese has a link committee</li> <li>2) Money can be transferred to St Philips via the diocese (HG awaiting confirmation of the diocesan contact) via the Nostro account.</li> <li>3) Links to be encouraged between the children and young people in St Margaret’s parish and those in Harare.</li> </ol> <p>PCC suggested action points:</p> <ol style="list-style-type: none"> <li>a) NW to liaise with the staff team to ascertain the best way to drive this forward with the possibility of setting up a social action group akin to the Eco-Church group</li> <li>b) NG to engage his work colleague, who is Zimbabwean, and who has offered to do some virtual training sessions to bring us up-to date with the current situation.</li> <li>c) Engage with Sandy Fleming to run a story through Rainham News.</li> <li>d) Link the church school with the school in Harare.</li> <li>e) By May, have a specific Sunday to profile Harare and the situation there.</li> <li>f) To bring a more detailed plan to the next PCC meeting in March as to next steps</li> </ol>	<p><b>NW</b></p> <p><b>NG</b></p> <p><b>NW/NG</b></p>

	10.iii <u>Gift to Gavin</u> – to be arranged this coming week.	<b>JGW</b>
<b>11.</b>	<b>AOB:</b>	
i.	<u>Deanery Synod update</u> – the group met on 9 February. Over the course of this year the three meetings will be based around the themes of: <ul style="list-style-type: none"> <li>• Reimagination - Mission and ministry now and how it is reimagined.</li> <li>• Recovery – Mission and ministry in transition; coming out of lockdown, and</li> <li>• Reach – Mission and ministry in the new world, projecting forwards.</li> </ul> NW suggested the three ‘R’s would be helpful for PCC to look at.	
ii.	<u>COVID Memorial</u> – NW challenged the PCC as to how we could mark this period in time, for example, a COVID memorial stained-glass window. This could be two-fold, to mark this point in history and fulfil the survey criteria to kick start the Heritage Project.	
iii.	<u>APCM</u> - date agreed for Wednesday 19 <sup>th</sup> May 2021 but noting that JGW will be unavailable to Chair due to an LLM course that evening.	
iv.	<u>Closure of Church</u> – the previously agreed motion for closure of the church ran out on 1 February. Standing Committee had reviewed the decision and resolved that it remains closed until 12 April. This has been approved by Bishops court. Should a decision be made to open church earlier than April, this should not be a problem.	
v.	<u>BK update</u> – the matter is progressing as expected.	
vi.	JGW had been a licensed Reader which lapsed when moving parishes. She is currently updating her training to become a Licensed Lay Minister (LLM) but in the meantime NW proposes that we ask the Diocese to reinstate her Reader’s license.  NW proposed and NG seconded the proposal for “Janet Garnons-Williams to be reinstated as a Reader in the parish of St Margaret’s, Rainham”. FOR: 18   AGAINST: 0   ABSTENTION: 1 Proposal agreed.	
vii.	HB advised that a congregation member had sent two cheques to the church, which need to be looked out for.	<b>Jane/ JGW</b>
<b>12.</b>	<b>Date of Next Meeting:</b>	
	Wednesday 10 March 2021 at 19:30	
<b>13.</b>	<b>Closing Prayer:</b>	
	NW closed the meeting in prayer at 21:37	