

# Meeting of the Parish Church of St Margaret, Rainham

## Parochial Church Council

Wednesday, 12<sup>th</sup> May 2021

via MS Teams, 19:30



**Present:** Revd Christine Allen (CA); Heather Baker (HB); Nigel Barfoot (NB); Ann Critchley (AC); Lorna Dyer (LD); Janet Garnons-Williams (JGW) – Chair; Nick Grief (NG); Felicity Holton (FH); Revd Jonathan Jennings (JPJ); Davina O'Brien (DOB); David Ormiston (DO); Frank Pantony (FP); Linda Randall (LR); Owen Smith (OS); Kayleigh Ward (KW); Revd Nathan Ward (NW); Charley Whittaker (CW); Terry Whittaker (TW)

### PCC MINUTES

Item	Details	Action
<b>1.</b>	<b>Opening Prayer:</b>	
	NW opened in prayer.	
<b>2.</b>	<b>Apologies:</b>	
	These were received from Jamie Jackson (JJ) and Jodie Ward (JW). Revd Jonathan Jennings (JPJ) and Charley Whittaker (CW) also sent apologies but would attend if they could.	
<b>3.</b>	<b>Finance Committee Update:</b>	
i.	<u>Comparison of figures against national ratings</u> – TW advised that the Finance Committee had carried out the work requested on giving, comparing St Margaret's to National over the last three years. Where national statistics were available, it showed for 2019 that the average per 'planned' giver was £17.16 compared to £15 in Rochester, £14.60 in Chelmsford and £14.20 in Canterbury Dioceses, although it was noted that only 50% of those on our Electoral Roll give on a planned basis. Total planned giving for St Margaret's in 2018 was £79,691; 2019 £79,917 and 2020 £54,000. Electoral Roll numbers had decreased from 195 to 172 between 2019 and 2020 but legacies increased during the same period. NW commented that there is a delay between numerical growth, commitment to the Electoral Roll and financial growth and, irrespective of Covid, we should be mindful of this.	
ii.	<u>Treasurer role</u> – one of the people NW had approached, Sam Holden, has agreed to take on the role. Sam has the necessary skill set and NW confirmed that no-one else was involved in the approach or conversations. A recommendation to appoint Sam will be made to the PCC in June. Huge thanks to DOB for stepping up and doing a great job over the past few months.	
iii.	<u>Kate Canton retirement</u> – it was reported that within Kate's new contract (signed mid-August 2020) there is a clause that PCC would pay into her pension fund, subject to four years minimum service from that date (a period that Kate had suggested she would work), however if she were to stop work before the end of the four years the money would be required to be paid back on a pre-determined sliding scale. For clarity, there is a condition in the contract for PCC to waive this requirement, but only if Kate should leave in extraordinary circumstances. Given that Kate has given notice of her retirement on 31 July 2021 which is within the first year of the contract, the Finance Committee explained that if she were to change her end date to 17 August there would be a significant benefit to her. It was agreed that a letter should be sent in this regard. There was some discussion, but it was agreed that, as trustees, this was the right way forward and the letter should be sent this week.	

	FOR: 14   AGAINST: 0   ABSTENTION: 1 JGW asked for suggestions as to how we could mark Kate's retirement - it was agreed that this should be something Kate is comfortable with and that the congregation could join in with. JGW offered to co-ordinate a collection and PCC agreed to pay for a buffet.	JGW
iv.	<u>MC hospitality costings</u> – TW apologised that the costings for the upper hall refurbishment had not been circulated, however, since the last meeting he and NW had met with another professional chef who had raised some additional questions on proposed equipment. TW suggested that the kitchen aspect be explored further but, in line with previous PCC agreement, we push ahead with the Bar element at a cost of approx. £5,000. The financial model to support this will be circulated after the meeting and it is expected that work will start w/c 31 May when the Pre-School are on holiday. The current kitchen facilities will remain available for use.	TW
v.	<u>Depreciation of assets</u> – DOB reported that the accounting policy is to hold this at 25% per year for everything that qualifies (except property) including new assets bought during the year.	
v.	<u>Approval of annual report and accounts</u> – these are still to be inspected and signed off by the Independent Examiner. Income was £300,147, expenditure £473,566 leaving a deficit of £173, 419 for 2020. Thanks were given to DOB and the Finance Committee for their sterling work on the accounts and it was agreed to send flowers to Sue Davis at the diocese for her significant help and advice. There was some discussion about the way the accounts should be presented at APCM to them make more accessible and easier to understand - DOB agreed to produce a summary sheet; she will not be at APCM so TW will present this. JGW proposed and DOB seconded that 'the PCC approve the Report and Accounts to send to the Independent Examiner'. FOR: 15   AGAINST 0   ABSTENTION: 0 Unanimously agreed It was noted that on page five of the report, it should read 'interment of ashes' not 'internment'! This will be rectified.	DOB  DOB/TW  Jo W
vi.	<u>First quarter 2021 accounts</u> – Income actual: £40,304 (budgeted £51,798); expenditure actual £63,867 (budgeted £65,767). A concern was raised on the Millennium Centre income and that details of the MC availability and hiring costs were not on the website. This will be rectified although new hire charges and contracts are still waiting to be agreed. Further questions were asked about the figures and DOB will circulate some additional detailed figures in the next few days. An extra PCC meeting was scheduled for Monday 17 May to look at these in more detail before the APCM and the consequent change in PCC members (NG gave apologies).	Action needed  All
vii.	<u>123 Station Road</u> – the sale completed last week, and monies have been transferred into our account.	
<b>4.</b>	<b>Operations Group Update:</b>	DOB
i.	<u>Childscroft Road</u> – the remedial work following the failed electrical inspection has been completed and now passed. A quote had been received for cutting down the conifers in the back garden as these are now quite large an, should they fall at any point, would cause damage to the house. The meeting agreed 'to pay the cost to take down the trees subject to something more suitable being planted in their place'. FOR: 15   AGAINST: 0   ABSTENTION: 0	Ops Gp

ii.	<u>Churchyard Risk Assessment</u> – this is almost complete; a meeting with the churchyard gang is imminent to go through the final part and DOB has compiled a leaflet of ‘do’s and don’ts’. The group have requested a new mower (further details awaited) and requested that Jason Read continue to be employed to deal with the harder to reach parts of the graveyard. This was deferred to the Vicar and Churchwardens who currently meet that cost from the Vicar and Churchwarden Fund.	NW/DOB LD/JGW
iii.	<u>Terms of Reference</u> – to be circulated for the next meeting.	DOB
<b>5.</b>	<b>Safeguarding Update:</b>	
	LR reported that there had been two matters which have been referred and followed up.	
i.	<u>Mobilisation Strategy for Safeguarding Matrix</u> - a meeting is being rearranged with LR and NW.	LR/NW
<b>6.</b>	<b>Community Team Update:</b>	
	A ‘Friends of Cozenton Park’ group has been set up and Hamish Mackay Miller has been working hard to restart the Rainham Spectacular there in the summer. ‘Friends of Rainham Rec’ are looking to run a Summer Fete in August and KW is looking into how St Margaret’s can be more present in that area. Two businesses are wanting to donate money from items they sell and will liaise with the Churchwardens as to how this can be done. Spice Fusion has donated money from its single carrier bag levy charges to the Rainham Eco-Hub. The Earth Day banner received good feed-back and there was a positive response from drivers.	KW
<b>7.</b>	<b>Mission:</b>	
i.	<u>Re-opening of Church</u> – the building will officially re-open on Thursday 20 May with a memorial service and on Sunday 23 May for Sunday worship. New Morning and Evening prayer booklets have been printed, together with leaflets giving details of the year’s events and these will be sent out this weekend. The Archdeacon had met with LD and NG to talk through the reasons for St Margaret’s not re-opening the building before 17 May and is satisfied with the rationale. The Risk Assessment had been reviewed by the staff team and will continue to be 2m distanced, masks to be worn, no refreshments served and only the ‘bread’ administered at Communion. The 08:30, 10:30 and 6:30 services will be live streamed but Families at 4 will be in person only for safeguarding reasons.	
ii.	<u>Hope into Action update</u> – the new trustees have met and completed some training. They are waiting on the Diocesan solicitors for the setting up of the CIO and will revert to PCC with more detail in due course.	NW
iii.	<u>Future Plans and Development</u> – NW confirmed that as we return to the church building the usual pattern of services will continue and in September a ‘user friendly’ version of the previously circulated development document will be launched. NW and TW met with John Corley for an inspection of the stained-glass windows, which are all in a good state, and to talk through the Covid memorial window – more to follow at the June meeting. The meeting was reminded that the architect’s report received in 2020 had suggested a new roof was needed within the next three to five years and some of the issues we are currently seeing with the plaster is a consequence of this. NW	NW

	advised there was no reason that this would still not happen within that time frame.	
iv.	<u>House for Duty/Youth Worker</u> – NW had shared the development document with +Simon and Archdeacon Andy. They advised that we would not be getting a curate this year as this is already tied up and the house for duty for clergy cover is unlikely. This leaves Childscroft empty post JW leaving. An opportunity has arisen regarding the possibility of taking on a qualified youth worker on the basis of expenses only and housing provided. It was agreed that this could be worth exploring further and is a great opportunity to invest in Christian youth work in the community and beyond (of which there is currently none). TW advised that the Finance Committee will look at the budget for this.	<b>Finance Gp/NW</b>
<b>9.</b>	<b>Minutes of the Meetings on 10 March 2021 and Matters Arising</b> (not already recorded on the Agenda):	
	The minutes were agreed as a true record of the meeting.	
i.	4.ii – still waiting for quotes for the North wall	
i.	9.ix Living in Love and Faith update – NG reported that he, JGW and AC had attended a virtual half-day taster session which was very good. They plan to run the five sessions starting Tuesday, 7 September and bring a truncated version to PCC before then. Further details to follow at the next meeting. Recommended reading is ‘Love means Love’ by David Runcorn.	<b>NG</b>
ii.	9.x Harare meeting – CA is meeting with Pastor Philip on Thursday 14 May via Zoom and will feedback at the next meeting. In the meantime he has requested prayers for his youth and relationships with their parents.	<b>All/CA</b>
<b>10.</b>	<b>AOB:</b>	
	As DO’s term on PCC comes to an end, thanks were given to him for his service and commitment on PCC, in particular his eye for detail which has been invaluable, as well as the hard work put into the Operations Group and carrying out fire risk assessments, amongst other things. JGW also passed on her thanks to everyone over what has been a difficult year.	
i.	BK update – JGW provided an update to the PCC on the current position of this dispute.	
<b>11.</b>	<b>Dates of Next Meeting:</b>	
	Extra finance meeting – Monday 17 May, 19:30 via Teams APCM - Wednesday 19 May, 19:30 via Zoom First meeting of new PCC - Wednesday 9 June, 19:30 via Teams	
<b>12.</b>	<b>Closing Prayer:</b>	
	CA closed the meeting in prayer at 21:52	