

The Parish Church of St Margaret, Rainham
Parochial Church Council

Meeting of PCC on Wednesday, 9 June 2021
via MS Teams, 19:30



Present: Hollie Allen (HA); 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); Davina O'Brien (DOB); Linda Randall (LR); Owen Smith (OS); Jodie Ward (JW); Revd Nathan Ward (NW) - Chair; Charley Whittaker (CW); Terry Whittaker (TW)

In attendance: Jo Whittaker (JWh) – Minutes Secretary

PCC MINUTES

Item	Details	Action
1.	Welcome and Opening Prayer:	
	NW welcomed everyone to the meeting of the new PCC. JPJ opened the meeting in prayer.	
2.	Apologies:	
	These were received from Revd Christine Allen (CA), Frank Pantony (FP) and Kayleigh Ward (KW)	
3.	Appointment of Officers:	
	<p>It was noted that trustee forms still needed to be completed and returned, either to JWh or Jane Forsyth in the office, as soon as possible.</p> <p>Thanks were given to JGW and LR who were stepping down from their roles of Churchwarden/deputy Churchwarden and Parish Safeguarding Officer respectively.</p> <p>Appointments were agreed as follows, with all in favour:</p> <ul style="list-style-type: none"> • Vice-chair – HA • Treasurer – Sam Holden (DOB, Jane F and TW to meet with Sam to look at transition) • Secretary – JWh • ER Officer – JWh • Parish Safeguarding Officer – HB • Lead Recruiter – JWh • Children & Young Person Advocate – FH • Vulnerable Adult Advocate – NB • Children & Young Person Officer – OS • Deputy Churchwarden - LR • Gift Aid Secretary – DOB, with support from Jane Forsyth and the Finance Committee • GDPR Officer – TW • Health & Safety Officer – NW • Sidespeople – it was agreed to delay these appointments until Covid restrictions are lifted and we are in a position to meet together properly. <p>Sub-committees were agreed as:</p> <ul style="list-style-type: none"> • Standing Committee – NW (Vicar), DOB and LD (Churchwardens), plus NG, NB, JGW, LR • Finance Committee – TW (chair) • Maintenance & Utilities Committee – DOB (chair) • Communications Committee – JPJ (chair) • Safeguarding Committee – HB (chair) <p>Committee Chairs were tasked to come back to the July meeting with proposals for committee members.</p>	<p>TW/JPJ DOB/HB</p>

4.	Finance Committee Update:	
	<p>TW expressed his thanks to DOB and Jane Forsyth as the finance reporting system was now working well.</p> <p>May income was £15,104 against a budgeted income of £15,900 – this included VAT recovery and storm damage insurance money; it was also anticipated that there would be other users of the Millennium Centre, but that has not yet happened due to Covid.</p> <p>May expenditure was £5,000 below budget.</p>	
i.	<u>Annual Report & Accounts</u> – these have now been signed off by the Independent Examiner and are ready to be submitted to the Church Commissioners and the Diocese. Thanks to DOB, Jane and the Finance Committee for their hard work in making this happen.	
ii.	<p><u>Millennium Centre:</u></p> <p>a) It was proposed that a caretaker be made available to lock/unlock the Millennium Centre for hirers at £25 per session, to be picked up in the hire charges. It was noted that this position is not as an employee.</p> <p>TW proposed and DOB seconded the proposal that: “the PCC charge £25 per session for the services of a caretaker, subject to a letter making clear that the person utilised is not an employee of the PCC”.</p> <p>FOR: 17 AGAINST: 0 ABSTENTION: 0 Proposal carried.</p> <p>b) Work is being done on a schedule for hire charges. It is proposed to charge for three hour slots in the morning and afternoon and a longer slot for the evening. This is line with most other venue hire rates and the Finance Committee are looking at comparatives to work out the costings. This will be circulated to PCC once the exercise is complete.</p> <p>c) One hirer of the upstairs room, used for anger management sessions, has, over time, redecorated the room and installed furniture and pictures at their own cost. Given that the space will now be hired out to others to facilitate more income, the room needs redecorating and a change of furniture. Jane and TW to liaise with the hirer concerned.</p>	<p>TW</p> <p>TW/ Jane F</p>
iii.	<u>123 Station Road</u> – proceeds of the sale had been received; this is being split between the general and savings accounts.	
iv.	<u>Bookshop</u> – money has still not been received and a complaint has been raised with NatWest Bank over the delay.	
v.	<u>Parish Share</u> – following conversation with the Diocese and the Archdeacon, it appears that we have underbudgeted by £4,000 in respect of the ministry team. This can be accommodated within the budget but should be noted that there will be an overspend of £4,000 over the year.	
5.	Operations Group Update:	
i.	<u>Terms of Reference</u> – the group is changing title to the Maintenance and Utilities Committee, TOR to be updated.	DOB
ii.	<u>Childscroft Road</u> – the trees are being dealt with next month to avoid the bird nesting period; an asbestos survey will be carried out over the next month or two.	
iii.	<u>Church Fire Risk Assessment</u> – Ecclesiastical will provide the tool kit to enable us to carry out this assessment.	
iv.	<u>South Wall</u> – BW Mays have inspected this and their quote is awaited.	
v.	<u>Church Roof</u> – Howard Allen has viewed the roof from ground level and will carry out some investigative work; quote awaited. It was agreed that the architect’s report be shown to him which highlighted some proposed work.	DOB/ MU gp

vi.	<u>Church Drains</u> – the insurance claim has been reopened for the front and back drains which both need relining. A faculty is needed for this.	DOB/ MU gp
vii.	<u>Gravestones</u> – NG expressed some concern that some of the gravestones look in danger of falling. NW advised that there is a legal requirement for testing of all the stones and these need to be checked this year and referred on. DOB confirmed this is in hand.	DOB/ MU gp
viii.	<u>Millennium Centre Update</u> – TW confirmed that the contractors had started work in the upper hall with the removal of old air conditioning units, the bar being replaced and redecorating. New blinds are due and the fans/aircon been worked on. Work should finish in the next few days.	
6.	Safeguarding Update:	
	NW confirmed that he, LR and JWh had met to finalise the matrix. NW is now working on the paperwork and LR and JW have completed some of the job descriptions. This should all be complete in 2/3 weeks will come to PCC for approval at the next meeting. DOB requested some documentation/wording to be used for the apprenticeship documents. NW advised that different templates are to be used for volunteers and employees – this is a work in progress. NW proposed and LR seconded the proposal that: “the PCC adopt the Safeguarding Policies and Procedures of the Church of England as agreed by the Diocese of Rochester”. FOR: 17 AGAINST: 0 ABSTENTION: 0 Proposal carried.	NW DOB
7.	Community Team Update:	
	This was deferred to the next meeting.	
8.	Heritage Project:	
	NW advised that an informal meeting had been arranged at the end of June with an architect and structural engineer to look at the church building and estate; it was hoped that Neil Thompson (DAC appointed liaison person for the development projects at St Margaret’s) would also be able to attend. Further details to be brought back to the July meeting.	NW
9.	Mission:	
i.	<u>Hope into Action</u> – NW had chased the Diocese regarding the appointment of solicitors and JGW had completed trustee training. More updates to follow once the legal structure has been put into place.	
ii.	<u>Covid memorial window</u> – the initial design from the stained-glass expert is expected in the next few weeks. This will be followed up at either the July or September PCC meeting once paperwork has been received.	
iii.	<u>House for duty youth worker</u> – following the suggestion by +Simon and Archdeacon Andy that it may be beneficial to explore this, Charli Perkins and her husband, Philip visited the parish at the weekend. They will pray about the situation and respond in due course. It was noted that the position would be advertised.	NW
iv.	<u>Living in Love and Faith</u> - NG confirmed that everything is on schedule to begin the course in September with a short version being offered to PCC, likely over the summer. St Benedict’s Centre are running a course for course leaders, starting 24 June, which NG had signed onto. NG also advised that he had been approached to be part of a national group of lawyers looking at the legality of conversion therapy. NW asked whether it would be beneficial for the PCC to stand alongside the group and publicly show their support; NG will ask the group and revert. The PCC fully commended and	

	supported the work that NG would be doing and NG will report back at the next meeting.	NG
v.	<p><u>Harare update</u> – NW reported that the Zoom meetings with the church had been much appreciated. A partnership group meeting had taken place last week and concern was raised over the financial difficulties in the Diocese of Harare where neither clergy health costs not stipends could be met. NW suggested that a Diocesan wide initiative be set up to cover these costs, however, the group would not be meeting again until October. JGW suggested she would speak to someone before then and come back to the PCC. The Finance Committee were asked to look at the overseas mission budget.</p> <p>JPJ was working with CA to find a way for St Philip’s, Tafara to be brought in live to a 10:30 service.</p> <p>It was noted that CA had been appointed by +James as the Diocesan Co-ordinator for overseas links.</p>	<p>JGW/ Finance Gp</p> <p>JPJ/CA</p>
10.	Minutes of the Meetings on 12 and 17 May 2021 and Matters Arising (not already recorded on the agenda):	
	These were agreed as true and accurate records of the meetings.	
i.	<u>Kate Canton retirement</u> – Kate’s official retirement date will be 17 August, but her last working day is 21 July due to holiday owing. An afternoon tea at the Millennium Centre will be arranged on a date to be confirmed once the final stage of lockdown is lifted.	JGW
ii.	<p><u>Parish Administrator role</u> – NW has liaised with the Diocese for the correct wording and paperwork; the advert should go out at the end of the week.</p> <p>The interview panel was agreed as the Vicar (NW), a Churchwarden (DOB, LD or LR) and JGW. In response to a question it was noted that all panellists have formal Safer Recruitment training.</p>	NW
iii.	3.vi - MC details on the website – Conor Whittaker had been working with Jane in getting a dedicated MC page setup on social media platforms and will be looking at the website too.	Conor / Jane
An unexpected power cut affected NW, HA, FH and JGW. In the absence of the Chair and Vice-Chair the meeting agreed Terry Whittaker as acting Chair for the next item.		
11.	AOB:	
i.	<p><u>Church Estate Charity</u> – the wording of the title for this charity states it is for the maintenance and upkeep of the church and graveyard. The charity trustees had been looking at updating the remit to include the whole church estate, i.e. the Millennium Centre (but not Childcroft Road). Legal advice had been sought which stated that a consultation should take place with key stakeholders, in this case the PCC. Following a question, it was noted that the original source of funds for this charity was from the rental of farmlands.</p> <p>TW proposed and OS seconded the proposal that: “the PCC have no objections to the trustees extending the remit of the Church Estate Charity to include the Millennium Centre in addition to the Church and Graveyard.”</p> <p>FOR: 12 AGAINST: 0 ABSTENTION: 3 Proposal carried.</p> <p>(Note: The Vicar (NW) and Churchwardens (LD and DOB) abstained from this vote as trustees of the charity).</p>	
ii.	<p><u>Correspondence</u> – two letters had been received: one from Jane Blyth, advising she was stepping down as lead server after 23 years’ service; and the other from Kay Jarvis, stepping back from the luncheon club after 35 years.</p> <p>Letters had been sent expressing thanks and gratitude for their endeavours and many years of service.</p>	

iii.	JW confirmed that their moving date was 3 August and her last St Margaret's service would therefore be Sunday 1 August. Continued prayers were expressed for the family during this transition.	
iv.	NW advised that, going forward, it is his intention to finish PCC meetings by 21:00. If this is not possible then consideration will be given to extending the meeting or moving items into the next month's meeting. It will be important to ensure a prompt start at 19:30.	
12.	Date of Next Meeting:	
	Wednesday 14 July, 19:30 There will be no August meeting. Future dates to be confirmed after liaison with the Finance Committee regarding the new Treasurer's availability.	Finance Gp/JWh
13.	Closing Prayer:	
	OS closed the meeting in prayer at 21.21.	