

**The Parish Church of St Margaret, Rainham**  
**Parochial Church Council**

Meeting on Wednesday, 8 September 2021  
via MS Teams, 19:30



**Present:** Hollie Allen (HA); Heather Baker (HB); Nigel Barfoot (NB); Lorna Dyer (LD); Janet Garnons-Williams (JGW); Nick Grief (NG); Felicity Holton (FH); Jamie Jackson (JJ); Davina O'Brien (DOB); Linda Randall (LR); Owen Smith (OS); Kayleigh Ward (KW); Revd Nathan Ward (NW); Charley Whittaker (CW); Terry Whittaker (TW)

**In attendance:** Jo Whittaker (JW), secretary

**PCC MINUTES**

Item	Details	Action
<b>1.</b>	<b>Welcome and Opening Prayer:</b>	
	NW chaired the meeting. TW opened with prayer.	
<b>2.</b>	<b>Apologies:</b>	
	These were received from Revd Christine Allen (CA); Ann Critchley (AC); Sam Holden (SH); Revd Jonathan Jennings (JPJ) and Frank Pantony (FP).	
<b>3.</b>	<b>Minutes of the Meeting on 14 July 2021 and Matters Arising (not already recorded on the Agenda):</b>	
	These were agreed as a true and accurate record of the meeting, as were the associated confidential minutes.	
i.	<u>Living in Love and Faith</u> (3.i) – NG advised that seven members of PCC attended a taster session in August and 14 had signed up to the five-week course which had started the previous evening, where it became obvious how much people had missed fellowship with others and saw this course as an opportunity to restart this. Thought to be given to holding further courses for smaller groups going forward.	
ii.	<u>Harare</u> (3.ii) – DOB reported on the last zoom meeting. The 450 strong congregation had been meeting in an outbuilding whilst fundraising was ongoing for the rebuilding of the chapel. Estimated cost was US\$43,000 (labour and materials); this included US\$5,000 for foundation works, with a request that St Philip's and St Margaret's could share this cost, either by donation or fundraising. St Philip's envisaged it would take two years to complete \$2,500 fundraising. Some discussion followed and the 50% contribution was agreed in principle, with a suggestion that we match whatever St Philip's raise. Finance Committee to explore this further. JGW further reported that Covid restrictions had been lifted from Tier 4 to Tier 2 and churches in Harare had reopened for worship. The next diocesan group meeting was on 5 <sup>th</sup> October.	<b>Finance Gp</b>
iii.	<u>Sub-Committee Group Members (8):</u> <ul style="list-style-type: none"> <li>• Finance – TW (chair), DOB, FP and SH</li> <li>• Safeguarding – LR (chair), NB, OS, FH and JW</li> <li>• Maintenance &amp; Utilities – DOB (chair), Jane Forsyth (JF), NB and Dave Ormiston (DO)</li> <li>• Communications – this was yet to be formed</li> </ul>	<b>NW</b>
iv.	<u>Safeguarding</u> (3 & 3.i) – HB would no longer be taking on the role of PSO. NW would be talking to some other congregation members to see if they would be willing to take on this role. He met with LR today and JW tomorrow; the transition of Lead Recruiter was in progress.	<b>LR/JW</b>

	The link had been circulated with the job descriptions, but no feedback had been received. The Safeguarding sub-committee was to be constituted as the core group to deal with this. See (5) below.	<b>Safeguarding Gp</b>
v.	<u>Apprenticeship</u> (3.ii) – the documents had been completed and Conor Whittaker (CWh) was now in role.	
vi.	<u>Maintenance &amp; Utilities TOR</u> (4.i) – these were still to be circulated.	<b>DOB</b>
vii.	<u>Millennium Centre</u> (4.iii) – Decoration of the Lower Hall had been completed during the summer. Refer to (6.i) below for update on the acoustic fence. <u>Church</u> (4.iv) – work had been completed on the roof.	
viii.	<u>Finance report</u> (6) – the monthly report had been set up and circulated before the meeting.	
ix.	<u>Suicide Prevention Campaign</u> (7.ii) – this was ongoing but had been delayed due to the summer break but would be rolled out later in the month by Public Health.	
x.	<u>Covid Memorial Window</u> (7.iii) – the water colour painting was awaited.	
xi.	<u>House for Duty</u> (7.iv) – NW thanked NB for his engagement with the Diocese and TW for finding the Childscroft documents in Medway Archives. The Diocese were pushing for a valuation overall with a sale price to be negotiated at 60% of this, although there was a case to suggest a 60% share was worth less than 60% of the whole. The Diocese have confirmed they will not charge for rent whilst we are in the process of purchasing the property. After some discussion, NW proposed and NB seconded the proposal that, ‘the PCC request our valuation for both 100% and for the 60% share’. FOR: 15   AGAINST: 0   ABSTENTION: 0 Proposal unanimously agreed	<b>NB/NW</b>
xii.	<u>House for Duty Youth Worker</u> (7.iv) – Interview and Safer Recruitment had been carried out and Charli Perkins (CP) had been appointed as the house for duty youth worker; she and her husband, Philp, had recently moved into Childscroft Road. NW was due to meet with her to establish what a three-day week could look like but, in essence, this would be a church-based youth model looking to disciple young people and missionally growing that group.	<b>NW/CP</b>
xiii.	<u>Place of Welcome</u> – DOB reported that there was an eagerness to restart the Thursday Coffee Morning, with similar Covid arrangements as the Family Friendly Coffee Morning. This would start on 16 September with a view to it moving on into being more like a Place of Welcome. DOB proposed and NW seconded the proposal that, ‘the Thursday Coffee Morning should reopen on 16 September, with some Covid restrictions in place.’ FOR: 15   AGAINST: 0   ABSTENTION: 0 Proposal unanimously carried NW then proposed and DOB seconded the proposal that, ‘Christine Allen be asked to continue to explore a Place of Welcome.’ FOR: 15   AGAINST: 0   ABSTENTION: 0 Proposal unanimously carried.	<b>CA</b>
xiv.	Matters Arising from the confidential minutes are covered under separate confidential minutes	
<b>4A</b>	<b>Further Reopening of Church:</b>	
	NW introduced a new agenda item to continue the discussion around the re-opening of church. A review had been due to take place on 1 September and NW had met with the Churchwardens and JPJ to discuss this but there had been no unanimous conclusion. Following a full discussion, with differing points of view, it was noted that the next three months are one of the church’s busiest seasons. A proposal was made that, as from 1 October, the church would reopen with:	

	<ul style="list-style-type: none"> <li>• A team of welcomers at the back</li> <li>• Hand sanitiser being available and encouraged</li> <li>• A 'zoned' area at the back where masks and distancing would be maintained</li> <li>• All pews open and kneelers in place</li> <li>• Masks to be encouraged but not compulsory</li> <li>• Communion in one kind only</li> <li>• No altar rail</li> <li>• The Peace to remain as a greeting from seats</li> </ul> <p>With regards to refreshments, it was noted that the kitchen was too small for use by lots of people and that hand washing of cups and glasses would not pass recommended serialisation standards; however, the use of disposable cups would not fit our eco standards as a church. NW suggested that a mini dishwasher could be installed to facilitate reusable cups but until then refreshments would not be offered. As a contingency plan, refreshments could be served in the Millennium Centre.</p> <p>NW proposed and FH seconded the proposal that, 'from 1 October, an area at the back of church would be zoned off to create a 'covid safer' area with some restrictions; those restrictions would be lifted in other areas. Effort would be put into producing a social space for after services'</p> <p>FOR: 14   AGAINST: 0   ABSTENTION: 0 Proposal carried unanimously</p>	
<b>4.</b>	<b>Staffing:</b>	
	<p>NW reported that whilst workloads, funerals and baptisms had all increased, staff capacity had decreased. Some of this was confidential and reported in the confidential minutes.</p> <ul style="list-style-type: none"> <li>• NW was a core participant in an ongoing Public Inquiry which would likely take up at least two days a week for the next couple of months. It was noted that NW's involvement was a requirement by law, not by personal choice and this should be made clear to the wider congregation. Sundays for NW remained protected, especially in this season of getting people back to church and NW would be involved across all Sunday services, but time was precious during the week. A structure was being set up for matters to be dealt with outside of NW.</li> <li>• JW had started as Parish Administrator.</li> <li>• Conor Whittaker (CWh) had begun his apprenticeship (DOB was his line manager).</li> <li>• Charli Perkins (CP) had also started as Pioneer Youth Minister.</li> <li>• It was NW's intent to move TW into a position of 'Administrative Pastor' and discussions were underway for JGW's role.</li> </ul> <p>It was suggested Sunday services and the newsletter should be used to share this news with the congregation to enable a better understanding of what is happening and to enable them to pray. It was also noted that PCC should be mindful of supporting NW's family during this time.</p>	<b>All</b>
<b>5.</b>	<b>Safeguarding Update:</b>	
	<p>NW had met with LR to prioritise the appointment of a new Parish Safeguarding Officer and to re-establish the sub-committee to work on the paperwork. There had been four safeguarding issues since the last PCC. There had been some disquiet from congregation members regarding the Safer Recruitment paperwork, although a quarter of these had now been completed. It was reiterated that there could be no compromise in this regard. NW was exploring, with Archdeacon Andy and Greg Barry (Diocesan Safeguarding Advisor) a Diocesan event hosted by St Margaret's with Andrew Graystone, author of 'Bleeding for Jesus'.</p>	

<b>6.</b>	<b>Maintenance &amp; Utilities Committee Update:</b>	
i.	<u>Acoustic Fencing</u> – This was still in progress; it was proving difficult to find companies willing to provide a quote.	<b>DOB</b>
ii.	<u>Childscroft Road</u> – the report from the asbestos survey was awaited (the Diocese had provided 60% cost of this). Thought would be given to the replacement of trees once the boundary fencing was settled.	
iii.	<p><u>Church</u> – the DAC had responded to the faculty application about the drains with more questions. It was suggested that the architect responsible for the Quinquennial report be asked to manage this.</p> <p>Work was planned on the yew tree in the churchyard, with planning to be sought and a faculty applied for.</p> <p>A pilot scheme had been set up for offering transport to church on 12 and 26 September. Currently uptake was low. NW stated it was key that we engage with the residential homes. A leaflet was being drawn up and would be circulated.</p> <p>The fire risk assessment was in progress but proving difficult. It was suggested that an outside contractor (SHE were mentioned) be engaged, for a small fee, to support this.</p> <p>The proposal was made that, ‘PCC agree to contract SHE to take on Health and Safety management for the church’.</p> <p>FOR: 14   AGAINST: 0   ABSTENTION: 0 Proposal unanimously carried.</p>	<p><b>DOB/CWh</b></p> <p><b>M&amp;U Gp</b></p>
iv.	<p><u>Millennium Centre</u> – the Lower Hall had been redecorated, lighting replaced and redundant electrical equipment removed.</p> <p>The cleaning routine was in the process of being changed.</p> <p>Help was needed to set up chairs and tables once a month for the Historical Society, in the Lower Hall. Any suggestions to go to DOB.</p>	<b>All</b>
<b>7.</b>	<b>Finance Committee Update:</b>	
	<ul style="list-style-type: none"> <li>The financial report for the second quarter had been circulated prior to the meeting – JGW offered thanks for this; there were no questions raised.</li> <li>Expected income at the end of August: £282k, actual income: £308k.</li> <li>It was noted that the Millennium Centre would not deliver on expected income until it was running at full capacity again and the opening of the Bar would help in this respect, this was hampered by the need to find someone to be ‘licensee’.</li> <li>TW had met with our Independent Examiner, Simon Galton, regarding VAT registration – this would not be required until income exceeded £80k</li> <li>TW reported that there would be a change to the current practice of payment for weddings and funerals to eliminate separate envelopes of cash passing hands for services such as bells, organ and choir. Payment would be requested by BACS, cheque or cash in full and then distributed to the relevant parties to ensure a complete audit trail of transactions.</li> </ul>	
<b>8.</b>	<b>Mission:</b>	
i.	<u>Rainham News</u> – nothing further had been heard since the meeting with the Diocese. News reports continue and NW has tasked the team to equip the community in telling its own stories.	
ii.	<u>Heritage Project</u> - NW was preparing a paper to bring to the November PCC meeting.	<b>NW</b>
<b>9.</b>	<b>AOB:</b>	

i.	<p><u>Hope into Action (HiA)</u> – the legal advice from the Diocese had been received and an agreement re-negotiated with HiA based on this. PCC agreement was now needed to sign the franchise and then set up the CIO. There should be no financial cost to PCC at this stage, however if finance was needed this would be referred to PCC first with a view to reimbursement in due course.</p> <p>JGW proposed and NW seconded the proposal that, ‘PCC agree in principle to sign the franchise and set up a CIO to facilitate this’.</p> <p>FOR: 13   AGAINST: 0   ABSTENTION: 0 Proposal unanimously agreed</p>	JGW/NW
ii.	<p>NG raised two questions from the congregation:</p> <ol style="list-style-type: none"> <li>1. Just Say Hello Project - it was confirmed this was still ongoing and now being headed up by Gem Baukham. The email to request a food parcel was still <a href="mailto:hello@rainhamchurch.co.uk">hello@rainhamchurch.co.uk</a></li> <li>2. Church Magazine – there was concern that those without internet access could not receive the newsletter. JW suggested that if anyone needed a paper copy they should let the church office know and this would be arranged. DOB proposed that this could be advertised on the screens in church before and after services.</li> </ol>	JW CWh
<b>10.</b>	<b>Date of Next Meetings:</b>	
	<ul style="list-style-type: none"> <li>• 13 October 2021</li> <li>• 10 November 2021</li> <li>• 8 December 2021</li> </ul>	
<b>11.</b>	<b>Closing Prayer:</b>	
	NB closed the meeting prayer at 21:28	