

The Parish Church of St Margaret, Rainham
Parochial Church Council

Meeting on Wednesday, 20 October 2021
at The Millennium Centre (lower hall), 19:30



Present: Revd Christine Allen (CA); Hollie Allen (HA) – Vice Chair; Nigel Barfoot (NB); 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); Revd Nathan Ward (NW) - Chair; Charley Whittaker (CW); Terry Whittaker (TW)
In attendance: Jo Whittaker (JW) - Secretary

PCC MINUTES

Item	Details	Action
1.	Welcome and Opening Prayer:	
	HA chaired the start of the meeting, with NW picking this up on arrival. TW introduced the meeting, with agenda items being rearranged. CA opened in prayer.	
2.	Apologies:	
	Heather Baker (HB); Ann Critchley (AC); Sam Holden (SH) – Treasurer and Frank Pantony (FP). Revd Jonathan Jennings (JPJ) and Revd Nathan Ward (NW) arrived later due to previous commitments.	
3.	Minutes of the Meeting on 8 September 2021 and Matters Arising (not already recorded on the Agenda):	
	Both these and the confidential minutes were agreed as a true record of the meeting.	
i.	<u>Living in Love and Faith</u> – NG reported that the course was challenging but thought-provoking, and positive feedback had been received. Thought was being given as to how to engage the wider congregation and a small group would be convened before the November PCC to put together a strategic plan.	NG plus
ii.	<u>Comms Group</u> – NW, JPJ, KW, Conor Whittaker and Emi Inetiambor had been meeting, TOR were still to be set up.	NW / Comms
iii.	<u>Harare</u> – the finance group had agreed a contribution to rebuilding of the church and this would be put into next year’s budget. CA had had further conversations with Philip, who confirmed that so far, \$1k had been raised by them and donations of cement and gravel received. CA was looking to set up a ‘Friends of Harare’ group – it was suggested that an article should be written for inclusion in the Newsletter.	CA
iv.	<u>Suicide Prevention Campaign</u> – NW involvement was complete and this was back with Medway Council to move forward.	
v.	<u>House for Duty/Childscroft</u> – Charli and Philip were now in the house. NB confirmed an inspection, for valuation purposes, was in process.	NB
vi.	<u>Thursday Coffee Morning/Place of Welcome</u> – Coffee morning had restarted and was well attended with both new and old faces. The PCSO’s had visited, as had Keith from Place of Welcome and hosted some activities which were well received. Consideration was being given to appointing some ‘befrienders’ (subject to safer recruitment and online safeguarding training).	CA
vii.	<u>Re-opening of Church</u> – this had gone ahead with no obvious problems. The dishwasher was in situ and refreshments were being served after services. It was agreed that, going forward, any short-term changes to opening arrangements would be referred to Standing Committee for agreement.	Standing Cttee
viii.	<u>Engagement with Residential Homes</u> – AC was carrying out some work in this regard. To be brought to the next meeting.	AC

ix.	<p><u>Church Magazine</u> – NW advised that the Comms Group were discussing this with a view to relaunching it by January 2022 on a monthly basis, with Morning and Evening Prayer, prayer list of roads in the parish, Rainham News items, testimonies and upcoming events. It was worth noting that there was a potential conflict of interest between being an Eco-Church and issuing a paper-based magazine. The Newsletter would continue on a weekly digital basis. NW advised he was looking at re-shaping the social media strategy to repurpose content across multiple streams, however this was both time consuming and needed careful thought.</p>	JJ/ Comms Gp NW
3a.	Correspondence:	
	Letter from David Noakes - item 10.ii under AOB was brought forward. A response was agreed by the meeting.	JW
4.	Youth Update:	
	Charli had started to engage with some young people. She had produced a strategy and presented this to NW and a report to PCC would be prepared for the next meeting.	NW / Charli P
5.	Covid Memorial Window:	
	<p>The updated design had been circulated prior to the meeting – it was agreed that this was moving in the right direction but wasn't yet at its final stage. Feedback:</p> <ul style="list-style-type: none"> • No flowers – just rainbow • Was isolation properly represented? • More diversity needed • The nail in Jesus' feet doesn't appear to go into the cross • Consideration to be given to contacting the family to agree the inclusion of Capt. Tom. 	
6.	Safeguarding Update:	
i.	<u>PSO and Vulnerable Adult Advocate</u> – LR remains as PSO, but a replacement was being actively recruited. HB was the new Vulnerable Adult Advocate.	
ii.	<u>Job Descriptions</u> – this was an ongoing task but the safeguarding group had met and were working their way through the job descriptions; next meeting would be on 1 November.	
iii.	<u>Diocesan Event</u> – NW was in discussion with the Diocesan Safeguarding Adviser and the Archdeacon to host an event for churches in the diocese to look at the wider issues of safeguarding within churches.	NW
7.	Maintenance & Utilities Committee Update:	
i.	<u>New TOR</u> – these were still to be circulated.	DOB
ii.	<p><u>Millennium Centre</u></p> <ul style="list-style-type: none"> a) The acoustic fencing was ongoing. b) The set up for the historical society was being done by Conor and DOB. 	
iii.	<p><u>Childscroft Road</u></p> <ul style="list-style-type: none"> a) The asbestos survey highlighted two areas to be resolved. DOB had informed Charli and Phil and this had been added to the management plan. b) Tree replacement was ongoing. 	M&U Ctee
iv.	<p><u>Church</u></p> <ul style="list-style-type: none"> a) The drains issue was ongoing; the DAC were due to meet next week to look at the resubmitted information. b) Utility plans had been looked at – electricity was with Eon, expiring March 2022 and gas with British Gas, expiring November 2023. c) The Quinquennial inspection was taking place 22 October. d) Health & Safety - DOB had met with SHE who recommended use of the Risk Assessment toolkit provided by Ecclesiastical; they also offered a subscription service. 	

	<p>It was proposed that PCC agree the expenditure involved with SHE, which would fall under the Church maintenance budget. FOR: 15 AGAINST: 0 ABSTENTION: 0 proposal carried. NW requested to be in the first meeting.</p>	
v.	<u>Churchyard</u> – planning permission had been granted for work on the old yew tree.	
8.	Finance Committee Update:	
	<p>a) Work on the 2022 budget was underway and a proposed budget would be brought to the next meeting.</p> <p>b) Third quarter statement had been circulated prior to the meeting. The Finance Committee advised they had no concerns and highlighted that planned giving was £41,400 (against a budget of £41,800) although there was still a reduction in Millennium Centre income. There were no other questions or concerns.</p> <p>c) There had been a minor dispute over the payment of Jodie Ward’s maternity pay, but this had been resolved with Church Army agreeing they should pay this.</p> <p>d) The Committee agreed to provide Charli with a work phone and a credit card for expenses (with a £250 limit). HA suggested looking at a pre-paid card.</p> <p>e) A drinks dispenser had been bought for church and a till system for the MC Bar.</p> <p>f) A fee structure was being looked at for live streaming, photos and orders of services at weddings and funerals from 1 January 2022. TW and NW would put together a pricing structure ready for the next meeting.</p> <p>A proposal was made for the PCC to agree with the principle of charging for live streaming at weddings and funeral. FOR: 15 AGAINST: 0 ABSTENTION: 0 Proposal carried.</p>	<p>Finance Gp</p> <p>Finance Gp</p> <p>TW/NW</p>
i.	<p><u>Change to bank signatories</u> – It was agreed that Linda Randall would be added as a bank signatory for the church accounts with the resolution that: ‘The Authorised Signatories in the current mandate, for the accounts detailed in section 1.3, be changed in accordance with the section Authorised Signatories. And the current mandate will continue as amended’.</p> <p>The accounts detailed in section 1.3 are: St Margaret’s Church PCC(60-17-44 55229700) Heritage Account (60-17-44 13096222)</p> <p>It was also resolved that the correspondence address for the CCLA, Heritage and PCC Savings accounts be changed to The Treasurer at the Church Office, Millennium Centre address.</p> <p>It was also agreed that Terry Whittaker be added as a bank signatory for the Millennium Centre bank account: St Margaret’s Millennium Centre (60-17-44 55230148) St Margaret’s Millennium Centre (6-17-44 13069543) NW further added that all correspondence should be redirected to the Millennium Centre rather than home addresses.</p>	
9.	Mission:	
i.	<p><u>Heritage Project</u> – NW confirmed there had been no significant developments. He was awaiting a quote for an independent structural engineer to provide an assessment of the church roof.</p> <p>He had also approached the University of York’s department of Christianity and Culture who engage with churches, cathedrals and diocese in mapping out the wider society and culture – this would cost £5k and involve:</p> <ul style="list-style-type: none"> • A six-day consultancy with us • Re-writing the Statement of Need 	

	<ul style="list-style-type: none"> Engaging key stakeholders 	
ii.	<u>Hope into Action</u> – JGW and NW were in process of setting up the CIC.	
10.	AOB:	
i.	<u>Messy Church</u> on 25 October, 09:30-11:00 – the Risk Assessment had been circulated prior to the meeting and was agreed, with one minor addition that Messy Church would, at all times, adhere to the current Covid Risk Assessment of the Church.	
ii.	<u>Covid</u> – there was still a risk over the winter months and whilst the Government were reviewing next steps, as trustees it was acknowledged that there was still a potential risk on the charity moving forwards. This could have significant impact on finances and the Finance Committee were tasked with looking at this.	Finance Gp
11.	Date of Next Meeting:	
	Thursday 11th November , 19:30 in Church. NOTE CHANGE OF DAY Future dates to be confirmed at the next meeting.	
12.	Closing Prayer:	
	JJ closed the meeting in prayer at 21:30	