

The Parish Church of St Margaret, Rainham
Parochial Church Council

Full meeting of the PCC on Tuesday, 14 December 2021
via MS Teams, 19:30



Present: 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); Davina O'Brien (DOB); Frank Pantony (FP); Owen Smith (OS); Kayleigh Ward (KW); Revd Nathan Ward (NW) - Chair; Charley Whittaker (CW); Terry Whittaker (TW)

In attendance: Sam Holden (SH) – Treasurer; Jo Whittaker (JW) – Secretary

PCC MINUTES

Item	Details	Action
1.	Welcome and Opening Prayer:	
	NW opened the meeting in prayer.	
2.	Apologies:	
	These were received from Hollie Allen (HA) – Vice Chair, Revd Jonathan Jennings (JPJ) and Linda Randall (LR) with Janet Garnons-Williams (JGW) joining later.	
3.	Minutes of the Meeting on 11 November 2021 and Matters Arising <i>(not already recorded on the Agenda):</i>	
	A minor amendment was made to the wording about the Reserves Policy (4.a), the minutes of the last meeting were then agreed as a true and accurate record. A confidential minute regarding staff salaries was to be added by JGW.	
i.	Harare (3.i) – CA was working on an article for the newsletter; carried over to January meeting.	
ii.	Hope into Action (3.vi) – set up of CIC was ongoing.	
iii.	Youth Risk Assessments (5) – NW had copies of these and would circulate to PCC. NW to check safeguarding policy regarding acceptance of Risk Assessments going forward.	NW
iv.	Living in Love and Faith (9.a) – NG was meeting with Rev Mike Nelson from Holy Trinity, Twydall on 10 January 2022, as suggested by the Diocese. NG and NW to meet after this to think through the strategic plan going forward.	NG/NW
v.	Residential Homes (9.b) – for review at January 2022 meeting	AC
vi.	Just Say Hello Food Project (11.iv) – a mobile phone had been provided for the project leader and a wider volunteer base was being looked into. Whilst demands were currently being met, it was expected these will increase. The additional project to provide each child/family with a Christmas gift had been positive and gift were to be delivered the following week.	
4.	Finance Committee Update:	
a.	NW added an additional item with the discussion being recorded by confidential minute.	
i.	Fee structure for weddings/funerals – a document was circulated prior to the meeting with proposals of a fee structure wef 01 January 2022 for those items that are a cost to the church e.g. personalised service sheets, photos, choir etc. HB suggested that the cost of flowers should be increased to £150 minimum to cover costs, but the team would continue to work with individuals to provide what they want. There was a discussion as to whether NW should have discretion to waive any of these fees and it was proposed by TW and seconded by NG that: ‘the PCC agree to adopt the cost structure for 2022, with NW having capability to waive additional costs in consultation with the churchwardens. FOR: 15 AGAINST: 0 ABSTENTION: 0 Unanimously agreed	

ii.	Change to bank signatories – the requests had been sent to the Bank. The Finance Committee were asked to look at the historic signatories across all accounts and explore whether SH as Treasurer should be added.	Finance Gp
iii.	Stewardship campaign – rolled forward to subsequent meeting.	
iv.	Indicative Offer – DOB reported that the Diocese had accepted and thanked us for the offer and a direct debit had been set up.	
v.	Response to Alex letter – TW confirmed that Richard Williams, the Diocesan Treasurer, our independent examiner and the Finance Committee had all looked in detail at the letter and comments made. It was the consensus of all that the charities should remain separate but had taken on board about explaining things differently going forward. A letter of response had been drafted. TW proposed and FP seconded the proposal that: ‘the PCC agree to the letter being sent’. FOR: 14 AGAINST: 0 ABSTENTION: 1 Proposal carried. There followed full and robust discussion about transparency with the accounting versus governance and protection of donors. There was also a question of how church members could be encouraged to ask questions about church decisions to stop any background gossiping.	JW
b.	2022 Budget – the revised budget had been circulated prior to the meeting. SH clarified the figures that had been previously questioned: <ul style="list-style-type: none"> • Grants – the £15k figure was correct, with the grant from the Vicar & Churchwardens fund being allocated in four instalments during the year. • Weddings, Baptisms and Funerals – the £20k calculation was estimated on current bookings for 2022 and based on costs of events/services (which was currently £18,540 with the likelihood this would increase). • Millennium Centre Costs – the figure was based on a ‘good’ year but may change depending on circumstances; however, January and February 2022 bookings were significant and we were still receiving applications. • Staff Salaries – these were based on the September 2021 payroll but may increase if hours and pension contributions go up. • Millennium Centre New Equipment – this had increased from £5k to £6k to accommodate a change to an electric boiler. • Grant Expenditure – this would now match off the income. Total expenditure budgeted £272,667 leaving a deficit of £26,202 for 2022 (compared to an agreed deficit of £53,823 for 2021). TW proposed and FP seconded the proposal that: ‘the PCC agree to the 2022 budget’. FOR: 15 AGAINST: 0 ABSTENTION: 0 Unanimously agreed. Thanks were given to SH, TW and the Finance Committee for the effort and time spent working on the budget, and to DOB for working out the pensions; their hard work was much appreciated.	
5.	Safeguarding Update:	
	There had been a couple of referrals. NW anticipated that these may increase, particularly with Vulnerable Adults and observed that where referrals are made and action taken, people do not stay in the church. It was important for us to take stock and explore whether there is anything we can do better. NW and LR to reflect on this.	
i.	PSO – this remains as LR with NW actively recruiting someone else.	
ii.	Job Descriptions – these continue to be worked on.	
6.	Maintenance & Utilities Committee Update:	
i.	Millennium Centre - acoustic fencing remained ongoing.	
ii.	Childscroft Road –this was valued at £345k by our valuer and £375k by the Diocese, with the median cost to us if we chose to buy out the Diocese of £360k (40% £144k, 60% £216k).	

	There was further discussion covered under a confidential minute. Thanks were given to NB for leading on this and DOB for her support.	
iii.	Tree planting – a native silver birch and a cherry tree had been planted in the Vicarage garden.	
iv.	<p>Church:</p> <ul style="list-style-type: none"> - Drains – a faulty had been submitted and this was in its 30-day notice period; work would not start before the new year. - QQ inspection – this was a good visit and a 70-page report had been submitted. DOB highlighted that there was no work required with immediate attention, but some was needed within the 12-month period including a refurbishment of the North porch roof, safe access with a turret at the top of the Tower, pipe work at the east end to be replaced and two parts of the wall parallel to the A2. There were also some issues needing attention within a 12-24 month period, but these were all known issues. <p>A key discussion point was the church roof and the previous report which had been shared with the inspector. He advised that a new roof was not needed, just and maintenance of what is there with a couple of patches to be renewed and maintained going forward.</p> <p>The full report was to be circulated to PCC and a meeting to be arranged between NW, TW, JGW and DOB to look at the work that needs attention within the next 24 months. Finance Committee were tasked with looking at indicative costings and budget forecasting at their next meeting.</p> <ul style="list-style-type: none"> - Health & Safety meeting – this had taken place with view to putting together a framework for Health & Safety policies and practices as we did not have capacity to get this started. Quote received for £2,200 plus VAT. <p>DOB proposed and NW seconded the proposal that: ‘the PCC agree to the proposed cost’.</p> <p>FOR: 14 AGAINT: 0 ABSTENTION: 0 Unanimously agreed</p>	JW NW/TW JGW/ DOB
v.	Churchyard – double headstone application. This had received full PCC support and the family had submitted a faculty application.	
7.	Comms Group Update:	
i.	TOR and Social Media Strategy – this was in progress and would be brought to a subsequent meeting in the new year.	NW
8.	Mission:	
	The staff team had been challenged by the phrase ‘it’s ok to not be ok’ and the need to recognise this as well as the truth that God always moves for good; how do we work with people to bring hope, balancing pastoral care against theological truth?	
9.	Correspondence:	
	None to report.	
10.	AOB:	
i.	Covid Memorial Window – this had been updated with amendments still needed to show diversity. Next steps were to approve a faculty application based on the painting recognising that this could still be changed by the application. It was unanimously agreed to move forward with the faulty application.	NW
11.	Date of Next Meeting:	
	Wednesday 12 th January 2022, 19:30 – location tbc	
12.	Closing Prayer:	
	NW closed the meeting in prayer at 21:34	