

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

Full meeting of the PCC held on Tuesday, 10 May 2022  
in Church, 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); 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) - Chair; Charley Whittaker (CW); Terry Whittaker (TW)

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

**PCC MINUTES**

Item	Details	Action
<b>1.</b>	<b>Welcome and Opening Prayer:</b>	
	NW welcomed everyone to the inaugural meeting of the 2022/23 PCC. The PCC Financial Liability Form, the Trustee Eligibility Declaration and the HMRC Fit and Proper Persons Declaration forms were signed and completed by all. NW expects PCC members attend meetings having read the documents and with any questions ready to keep meetings focused, with an undertaking to finish at 22:00 latest. It was agreed that all efforts would be made for documents to be presented in good time to enable this to happen. OS then prayed for the meeting.	
<b>2.</b>	<b>Apologies:</b>	
	There were no apologies, all members were present.	
<b>3.</b>	<b>Minutes of the Meeting on 8 March 2022 and Matters Arising</b> ( <i>not already recorded on the Agenda</i> ):	
	TW proposed and JGW seconded that the proposal that the minutes of the last meeting be accepted as a true and accurate record. FOR: 16   AGAINST: 0   ABSTENTION: 1	
i.	Friends of Tafara / Tafara Partnership Group – change to group name and appeal for funds towards the building of a new church was ongoing. NG suggested that he was happy to take on leadership of this group on the condition that each PCC member donated £10 towards the £1k fundraising target (to match the £1k donation agreed from the Mission budget). There was a short discussion and it was agreed that PCC members would confirm their agreement or otherwise to NW in private, with NW advising NG of the result.  In the meantime, it was agreed that DOB would obtain a photo of St Philips to be used in promotion of the cause and Conor Whittaker (CWh) be asked to advertise on the website, social media and in the notices for this Sunday.	<b>ALL</b>  <b>DOB/ CWh</b>
ii.	Hope into Action – constitution documents had been returned for trustees to sign. Trustee meeting to be arranged.	<b>NW/ JGW</b>
iii.	Risk Assessments – operational plan for acceptance to be carried over to the next meeting.	<b>NW</b>
iv.	Covid Memorial Window – points raised by the National Church's Council had been responded to and the faculty application was due to be heard at the next DAC meeting. Next step, wait for the DAC to respond, and only when it had received their approval were we able to engage with the congregation and community.	
v.	Memorial bench in the churchyard – response awaited to the faculty application.	
vi.	Defibrillators – to be actioned.	<b>TW</b>

4.	<p><b>Result of Email Agreement of Year End Accounts:</b> ‘this PCC accepts the Report and Accounts as submitted, subject to any comments made by the Independent Examiner’ FOR: 15   AGAINST: 0   ABSTENTION: 2</p> <p>It was noted that the accounts had now been agreed by the Independent Examiner and a signed copy awaited.</p> <p>NW and JW to create a governance timetable for the year, to be sent to the PCC when completed.</p>	JW/NW
5.	<p><b>Appointment of Officers:</b></p>	
	<p>Appointments were agreed as follows, with all in favour:</p> <ul style="list-style-type: none"> <li>• Chair – Nathan Ward</li> <li>• Vice Chair – Owen Smith</li> <li>• Treasurer – Sam Holden</li> <li>• Secretary – Jo Whittaker</li> <li>• Electoral Roll Officer – Jo Whittaker</li> <li>• Parish Safeguarding Officer – Linda Randall</li> <li>• DBS Administrator (Lead Recruiter) – tbc (Jo Whittaker to continue in the interim)</li> <li>• Children &amp; Young Person Advocate – Felicity Holton</li> <li>• Vulnerable Adult Advocate – Heather Baker</li> <li>• Children’s Officer – Owen Smith</li> <li>• Deputy Church Warden – Lorna Dyer</li> <li>• Gift Ais Secretary – Davina O’Brien</li> <li>• GDPR Officer – Terry Whittaker</li> <li>• Health &amp; Safety Officer – Nathan Ward</li> <li>• Sidespeople – the appointment of sidespeople would be incorporated into the work being undertaken on ‘welcome’.</li> </ul> <p>Sub Committee Members were agreed as:</p> <ul style="list-style-type: none"> <li>• Standing Committee: Nathan Ward, Davina O’Brien, Linda Randall, Lorna Dyer (Vicar &amp; Churchwardens) plus Janet Garnons-Williams, Nick Grief, Nigel Barfoot</li> <li>• Finance Committee: Terry Whittaker (Chair), Frank Pantony, Davina O’Brien, Sam Holden plus others to be agreed by the committee</li> <li>• Maintenance and Utilities Committee: Davina O’Brien (Chair), Jane Forsyth, Nigel Barfoot, David Ormiston plus others to be agreed by the committee</li> <li>• Safeguarding Committee: Linda Randall (Chair), Jo Whittaker, Felicity Holton, Heather Baker, Owen Smith plus two external candidates</li> </ul>	
6.	<p><b>Finance Committee Update:</b></p>	
i.	<p>Annual Report &amp; Accounts – these had now been signed off by the Independent Examiner and thanks were given to Jane Forsyth, DOB and SH for their herculean efforts as well as to Sue Davis at the Diocese for her assistance.</p> <p>TW advised that there had been some fundamental changes made to the presentation of the figures to do with depreciation and how that was booked. As a consequence, the outcome for the year had improved.</p> <p>It was noted that there was a nominal investment holding in Centrica shares and the Finance Committee were tasked to consider the best way forward with these.</p> <p>Once the signed Report and Accounts were received these would be published on the website and some printed copies available for the congregation, as agreed at the APCM.</p>	<p><b>Finance Cttee</b></p> <p>JW</p>
i.	<p>Eon debit – after investigation the final account presented was found to be payable but because of the failures in record keeping at Eon, they agreed to make a 10% deduction. The PCC expressed their gratitude to SH for manging the situation well and securing a discount.</p>	

ii.	Change to banking/bank signatories – this was ongoing and carried over to next meeting	
ii.	<p>Childscroft update – the survey had been done and it highlighted some work that was needed; however, the Diocese were unable to respond to our request for a small discount in purchase price. Given their agreement to pay legal costs they have suggested Ian Brotherwood a Partner at Charles Russell Speechleys be appointed to review the trust deed on behalf of the PCC.</p> <p>i) It was proposed PCC agree to the appointment of Ian Brotherwood FOR: 17   AGAINST:0   ABSTENTION: 0 Proposal agreed.</p> <p>ii) It was further proposed that TW proceed to complete the purchase of Childscroft Road, and act on behalf of the PCC, as agreed. FOR: 17   AGAINST:0   ABSTENTION: 0 Proposal agreed.</p> <p>It was noted that the property was now empty and NW advised that, due to significant health issues, Charli Perkins had taken the difficult decision to move back to Chester, with Philip, to be nearer her family for support. Meter readings had been taken and utility companies and Council Tax advised that the property was empty.</p>	TW
iv.	<p>Review of Repair Funds – it was noted that there was some money left in the Station Road Repair Fund and it was proposed that this be moved to the Childscroft Road Repair Fund and then closed. FOR: 17   AGAINST: 0   ABSTENTION: 0 Proposal agreed.</p>	Finance Cttee
<b>7.</b>	<b>Safeguarding Update:</b>	
	<p>There were no safeguarding matters to be reported to PCC.</p> <p>LR proposed and NW seconded the proposal that the PCC adopt the House of Bishops’ Policy on Safeguarding Children and Vulnerable Adults. FOR: 17   AGAINST: 0   ABSTENTION: 0 Proposal agreed.</p> <p>LR to liaise with CWh about documents to be put on the website and with JW to re-circulate documents to the PCC.</p>	LR/CWh /JW
i.	<p>Management Software for concerns and registration – NW advised that there was software available for use in churches rather than relying on a paper system. A quote was received for £1k per year but NW was exploring other options.</p> <p>After discussion it was noted that this revolved around a question of safety and any move to a digital system was not about saving hours of work but moving to a more robust system of work.</p> <p>TW proposed and LR seconded the proposal that, once all options were explored, the PCC agree in principle to move to a digital system subject to the mutual agreement of the Standing Committee and Finance Committee. FOR: 17   AGAINST:0   ABSTENTION: 0 Proposal agreed.</p>	
ii.	<p>NG advised that he had attended a global interfaith leaders conference where safeguarding principles for LGBT+ lives were embraced and adopted (see document previously circulated to PCC). There were six principles covering empowerment, prevention, proportionality, protection, partnership and accountability. There was some good discussion about the document.</p> <p>NG proposed and NB seconded the proposal that the PCC highly commend the document to the congregation and the parish. FOR: 16   AGAINST: 0   ABSTENTION: 0 Proposal carried.</p> <p>The document was to be publicised on our social media and website (using the LGBTQ+ acronym) and Sandy Fleming advised.</p>	JW / CWh
<b>8.</b>	<b>Maintenance &amp; Utilities Committee Update:</b>	
i.	Millennium Centre:	

	a) acoustic fencing – ongoing.	
ii.	Church: a) Roof Repairs – work was due to be carried out by B W Mays and once finished a start could be made on the QQ work – a quote had been received for £8k approx. b) The Health & Safety policy had been circulated to the staff team and a meeting arranged to meet with HSE in June. The policy would be circulated to PCC and brought to the next meeting.	
iii.	Childscroft Road: a) There were six or so items that needed looking at following the survey, this was estimated at £5k approx. A schedule of works was being drafted and it was noted that whilst this was an unbudgeted item, there may be some recoverable under insurance.	
<b>9.</b>	<b>Mission:</b>	
	NW reported that the initial report had been received from the University of York following the scoping exercise with the church and community. The final report was due in the next week which would include more detail and NW would then produce a short summary report for publication. There were three areas of work identified, being the Millennium Centre, the Churchyard and the Church itself. NW and TW had met with Keith Berry, a qualified accountant who had over 20 years' experience in managing church building projects for both the Diocese and other faith denominations. NW proposed that Keith be asked to carry out a defined piece of work, to pull together the documents and reports, to carry out final consultations with stakeholders etc. and bring a costed plan, including a 5-year financial forecast to PCC and then the wider congregation. This would also include looking at a possible undertaking to be carbon neutral in 5 years. There was an estimated cost of £3k for this piece of work, which would be a fixed cost. Whilst this would be an unbudgeted spend, funds were available due to the receipt of gifts and grants. There was much discussion and opportunity for question to be asked. - it was noted that the cost of identifying and writing grant applications was not included in the cost but both Keith and the University of York reps. were experienced in this respect and willing to offer their help. - the detailed Uni of York report was to be looked at, at the next PCC meeting, with a hope that between now and September we would work with Keith to look at key objectives. - there was a significant funding window in March 2023, meaning that any faculty application would need to be applied for in October 2022. TW proposed and LR seconded the proposal that Keith Berry be appointed. FOR: 17   AGAINST: 0   ABSTENTION: 0 Proposal agreed.	<b>NW</b>
<b>a.</b>	<b>Eco Church Update:</b>	
	FH confirmed that it was still the plan to launch the project on 12 June to the congregation and a meeting arranged with the group leaders before then. KW and FH had joined a zoom call with the group 'towards a plastic free Medway' and a trial run for celebrating Earth Day had been carried out in April with 6 people joining in. There followed a lot of discussion on what it meant to be an Eco Church and where this fitted in with the Church of England declaration to be carbon neutral by 2030. It was agreed that the General Synod statement was to be circulated to PCC and discussed in more detail at the next meeting.	<b>FH</b>
<b>b.</b>	<b>Eco Hub Update:</b> presentation would be made at the June meeting. Congratulations were conveyed to the Eco Hub for winning the Pride of Medway green award.	<b>KW</b>

<b>10.</b>	<b>Correspondence:</b>	
	No correspondence had been received.	
<b>11.</b>	<b>AOB:</b>	
	There was no other business raised.	
<b>12.</b>	<b>Dates of Next Meetings:</b>	
	Wednesday 8 June 2022, 19:30 in the Millennium Centre Thursday 14 July 2022, 19:30 in Church	
<b>13.</b>	<b>Closing Prayer:</b>	
	JJ closed the meeting in prayer at 21:20	