

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

Full meeting of the PCC on Wednesday 16<sup>th</sup> November 2022  
via MS Teams, 19:30



**Present:** Hollie Allen (HA); Heather Baker (HB); Lorna Dyer (LD); Janet Garnons-Williams (JGW); Nick Grief (NG); Felicity Holton (FH); Davina O'Brien (DOB); David Ormiston (DO); Linda Randall (LR); Owen Smith (OS) – Vice chair; 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 opened the meeting prayer.	
<b>2.</b>	<b>Apologies:</b>	
	These were received from Nigel Barfoot (NB), Revd Jonathan Jennings (JPJ) and Frank Pantony (FP).	
<b>3.</b>	<b>Minutes of the Meeting on 18 October 2022 and Matters Arising</b> <i>(not already recorded on the Agenda):</i>	
	These were agreed as an accurate record of the previous meeting by all those who had attended.	
i.	Clarification regarding ex-offenders – it was noted that if a safeguarding risk assessment was put in place for <u>any</u> reason the PCC would be informed but not the reasons behind it.	
ii.	Letter to family re. candlestand and PCC decision – it was agreed that a letter would not be sent as the last correspondence from the family considered the matter to be closed.	
iii.	Just Say Hello partnership with Acts435 – this would be addressed at a later date.	<b>KW</b>
<b>4.</b>	<b>Safeguarding Update:</b>	
	There were no new cases to report. LR was working hard in getting everything in place so reports could be made directly online.	
<b>5.</b>	<b>Finance Committee Update, including 2023 Budget:</b>	
	As at the end of October, there was a surplus of £53k although this excluded the Indicative Offer for September and October as there had been some problems with the direct debit – therefore a more realistic figure was £42k with an expected surplus of £67k by the year end. It was noted there had been some exceptional income during 2022 through donations and legacies which was unlikely to be replicated next year, but would leave us in a healthy position at year end; with a £42k surplus on the budget and £25k in the bank.	
a.	<p><u>2023 Budget:</u> Before the proposed 2023 budget was presented it was noted that this included a budget line for a professional fundraiser for one day a week, 46 weeks of the year with particular focus on activities that were already in place, e.g. OAP wellness sessions, coffee mornings etc. This would be on a freelance basis with a service level agreement in place. Cost was estimated at £5.5k per year with a £25k return. A fixed percentage of what was raised was not possible per Charity Commission guidelines. SH then presented the proposed budget in detail with opportunities for questions to be raised and answered.</p> <p>Points to note:</p> <ul style="list-style-type: none"> <li>- Giving figures were based on previous years</li> <li>- TW / the Finance Committee to investigate the time limit for claiming back VAT on architect costs etc. for places of worship</li> <li>- M Centre income was down for 2022, so had been adjusted accordingly</li> </ul>	<b>TW</b>

	<ul style="list-style-type: none"> <li>- Some historic items were to be removed for the final version</li> <li>- Rent on PCC properties for 2023 was fixed</li> <li>- Weddings/funerals – This number was calculated based upon the actual number of bookings for weddings and the same number of funerals as for 2022.</li> <li>- The Diocese had suggested a 2023 Indicative Offer of £92k – this was based on 2021 unrestricted figures plus costs. This included proceeds from the sale of Station Road, therefore a more realistic base figure would be £69k (NW confirmed that the Indicative Offer was made up of NW stipend, Diocesan Costs and other Ministry Costs), and the Finance Committee proposed that the Diocesan Board of Finance (DBF) costs be taken into account for the Offer so these weren't, in effect, paid twice.</li> <li>- Church Utilities were fixed until late 2023 (gas) and 2025 (electricity)</li> <li>- Salaries and Wages were modelled on a 5% increase, as per the Diocesan increase for NW, as living wage employer</li> <li>- Millennium Centre – there was a large increase in utilities; Norse contract was due to end in February 2023, and a decision needed to be made to either continue with them or employ a caretaker.</li> <li>- It was noted that Just Say Hello and the Eco-Hub were accounted for in the tied income account, so there was no budget line for those activities.</li> </ul> <p>1) NW proposed and TW seconded the proposal that: 'the PCC make an Indicative Offer to the Diocese of £51k' FOR: 14   AGAINST: 0   ABSTENTION: 0 Unanimously agreed</p> <p>2) TW proposed and JGW seconded the proposal that: 'the PCC provide a contract for services (with a service level agreement) to Liz O'Hanlon, with an immediate start, at £120 per day, for one day a week, 46 weeks a year. This to be reviewed at Easter.' FOR: 14   AGAINST: 0   ABSTENTION: 0 Unanimously agreed</p> <p>3) TW proposed and OS seconded that: 'the PCC accept a deficit budget of £14,585 for 2023.' FOR: 14   AGAINST: 0   ABSTENTION: 0 Unanimously agreed, with Finance Committee to finalise the paperwork</p> <p>Thanks were given to the Finance Committee for their hard work and they were commended for what has been a challenging year.</p>	<p>SH</p> <p>NW</p> <p>Finance Gp</p>
<b>b.</b>	<p><u>Community Journalist</u> – it was noted there were two outstanding bids for funding for this role. If these were granted then the position would continue but if not, then the role would come to an end – the team were aware.</p>	
<b>6.</b>	<p><b>Maintenance &amp; Utilities Committee Update:</b></p>	
i.	<p>Church - Smart Meter – meeting to be had with ABT</p>	
ii.	<p>Childscroft Road – complaint See confidential minute.</p>	
iii.	<p>Quinquennial Work – the next phase of work was due to start, including rainwater goods and external walls around the churchyard.</p>	
<b>7.</b>	<p><b>Mission:</b></p>	
i.	<p>Putting Rainham First project (PRF) - architects had been appointed and meeting to be arranged with the PRF group of NW, TW, DOB, KW, Jean Penney and Lance Hanning, together with Keith Berry, the project lead. The congregation and community surveys had been launched (with three and 66 responses respectively to date). The youth surveys were due to go into every secondary school in the parish shortly.</p>	
<b>8.</b>	<p><b>Correspondence:</b></p>	
	<p>The Diocese had circulated confirmation that St Margaret's were due to elect three new Deanery Synod reps at the 2023 APCM.</p>	
<b>9.</b>	<p><b>AOB:</b></p>	
i.	<p>Ukrainian Church – see NW letter previously circulated. NW reported that there were 300 Ukrainians registered in Medway (excluding those with relatives here), the number was increasing and there was no established Ukrainian speaking church, the closest</p>	

	<p>being in London. NW had met with some refugees two weeks ago and invited the Ukrainian Catholic Church to meet with them and the chair of trustees of Medway Friends of Ukraine. The Ukrainian Catholic Church was an independent church that sits within the Catholic Church, using the Catholic Safeguarding Advisory Service and National Safeguarding Commission to oversee their safeguarding practices – both of which have worked closely with the Church of England during ICSEA. It was proposed that we explore offering St Margaret’s as a base for a Ukrainian speaking church, noting that this would require permission from the Bishop. It was further noted that Father Tom at St Thomas’ was fully supportive. There was a robust discussion, with the following points agreed:</p> <ul style="list-style-type: none"> <li>• Cost – it was envisaged that this would be met by St Margaret’s, as part of their ongoing support for Ukrainian refugees in Medway, for the first two years and then reviewed</li> <li>• The Ukrainian Catholic Church would have full access to the Church building and have their own set of keys, subject to any insurance terms or conditions. They would hold their own public liability insurance to cover the use of the building. (Ecclesiastical Insurance to confirm the arrangements).</li> <li>• Services would be held on a Saturday at a mutually agreed time, subject to weddings and other Holy Days</li> <li>• The Ukrainian Catholic Church would follow their own safeguarding policies and procedures whilst undertaking activities in St Margaret’s Church</li> <li>• They would be responsible for leaving the church in good order</li> <li>• There would be regular meetings (suggested every three months) between the Ukrainian Catholic Church and St Margaret’s</li> <li>• A small sign in Ukrainian to be placed under the existing notice board</li> </ul> <p>NW proposed that the PCC agree the following resolution: ‘that Revd Nathan Ward should invite, with Bishop Jonathan’s permission, the Ukrainian Catholic Church which congregation having been designated by Bishop Jonathan as a denomination to which the Canon applies, to use the parish church of St Margaret of Antioch under such terms as set out above, for a period of 24 months and then to be reviewed.’</p> <p>FOR: 14   AGAINST: 0   ABSTENTION: 0 Proposal unanimously agreed</p>	NW
ii.	<p>Flower pedestals and Advent Wreath Holder - HB advised that DO’s grandson had offered to make a new advent wreath holder; this would be at no cost as he had been gifted the metal. PCC were very grateful and agreed this very kind offer. The stand would be available for collection at the end of the week.</p> <p>It was agreed that we should investigate how many of the flower stands already in our possession were still usable before agreeing to anymore – all those that were broken and unusable were to be disposed of. It was noted that only one was included on the terrier. Item to be brought to the January PCC meeting.</p>	HB/LR
<b>10.</b>	<b>Dates of Next Meetings:</b>	NW
	<p><b>2022:</b> (at 19:30) Thursday 8<sup>th</sup> December, Church (extra meeting with reference to NW letter) *note change of location</p> <p><b>2023:</b> (all at 19:30) Thursday 19 January, Teams Monday 20 February, Teams Tuesday 21 March, Teams Wednesday 19 April, Millennium Centre Thursday 18 May, Millennium Centre Monday 19 June, Millennium Centre (to be rearranged)</p>	
<b>11.</b>	<b>Closing Prayer:</b>	
	JGW closed the meeting in prayer at 21:28	