

The Parish Church of St Margaret, Rainham
Parochial Church Council

Full meeting of the PCC on Thursday 18th May 2023
20:00 in the Millennium Centre (lower hall),
following the Ascension Day service in Church.



Present: Heather Baker (HB); Lorna Dyer (LD); Janet Garnons-Williams (JGW); Philip Holdcroft (PH); Felicity Holton (FH); Revd Jonathan Jennings (JPJ); Davina O'Brien (DOB); David Ormiston (DO); Linda Randall (LR); Owen Smith (OS) – Vice chair; Revd Nathan Ward (NW) - Chair; Terry Whittaker (TW)

In Attendance: Jo Whittaker (JW) – Secretary

PCC MINUTES

| Item | Details | Action |
|-----------|--|-------------------------|
| 1. | Welcome and Opening Prayer: | |
| | NW opened the meeting in prayer at 20:30 confirming that JGW, JPJ, DOB and LR would be joining later once the church was clear after the Ascension Day deanery service. | |
| 2. | Apologies: | |
| | These were received from Hollie Allen (HA); Nigel Barfoot (NB); Nick Grief (NG); Sam Holden (SH); Charley Whittaker (CW). | |
| 3. | Minutes of the Meeting on 18 May 2023 and Matters Arising (<i>not already recorded on the Agenda</i>): | |
| | The minutes were approved by all as an accurate record of the previous meeting. | |
| i. | Ukrainian Church – NW was to submit a license application to the Registrar. | NW |
| ii. | Time with God – the service went well with 16 attendees, half of whom were new and not from current congregations. | |
| iii. | Harare – the shortfall for the building project was to be advertised in the 8:00 and 10:30 services; the 18:30 had already done this. | |
| iv. | Promotion of weddings – NW was in liaison with a graphic designer about a banner and social media post. It was noted that one wedding had booked for June 2024 for the whole church and MC venue package. | NW |
| v. | Millennium Centre hiring policy for other faith groups – NW was working on this for the next meeting. | NW |
| 4. | Appointment of Officers: | |
| i. | All attendees signed trustee documents. HA, NB, NG and CW to do this at the next meeting. | HA/NB/ NG/CW |
| ii. | <ul style="list-style-type: none"> • Officers were appointed as per the attached document – all were unanimously agreed by PCC. • The Safeguarding Committee would bring a proposal to the PCC at the July meeting for Safer Recruitment and DBS administration. • It was agreed that all PCC members plus Pam Ormiston would act as Sidespeople (with the exception of LR, DOB, JPJ and NW) • Thanks were offered to DOB for all her hard work over the past few years as she stood down as chair of the Maintenance & Utilities Committee. | |
| 5. | Safeguarding Update: | |
| | The PCC unanimously agreed to adopt the Diocesan Safeguarding Policies. There were no other updates. | |
| 6. | Finance Committee Update: | |
| | <ul style="list-style-type: none"> • The monthly report had been circulated prior to the meeting. • The Finance Committee were due to meet the following week to assess the impact of the closure of the Pre-School on the budget and church finances – report would be presented at the next meeting. | |

| | | |
|------------|---|--|
| | <ul style="list-style-type: none"> No news from the Insurers about the collapsed wall. Faculty had been approved for the additional toilet – to be discussed in more detail at the next meeting. MCentre utilities would go over budget due to the nature of the current contract and this was in the process of being reviewed. Monthly giving was down. Grant flow was good. <p>DO asked whether there was a different way for the accounts to be presented to more accurately estimate cash flow per budget class. Whilst the request was noted and understood, it was difficult to achieve with the financial software used and the current load on the Finance Committee, however, they undertook to look at the pattern of expenditure for the next meeting.</p> | |
| 7. | Maintenance & Utilities Committee Update: | |
| | <ul style="list-style-type: none"> Work on the church wall had started. The south wall work had been completed and some re-pointing was underway on other parts. Millennium Centre utility usage had reduced over the last couple of months, with the improvement in weather. This should result in a ‘refund’ before the current contract expires; new packages were being investigated which were anticipated to offer a significant reduction in cost. <p>It was noted that the Maintenance & Utilities Committee send information on new contracts to the Finance Committee for review. It was suggested that going forward, the PCC would sign off on any new utility contracts proposed by the M&U Committee and endorsed by the Finance Committee.</p> | |
| a. | Graveyard Trees: the PCC were reminded that the churchyard was a conservation area and we therefore needed to remain aware of the regulations associated with this status. It was agreed that the PCC should formally write to the Churchyard Maintenance Group updating them of the latest regulations in order to fulfil our obligations as PCC, but before doing so, to have a conversation with them in this regard. | |
| 8. | Mission: | |
| | NW advised that the next PCC meeting would be focussed on the PRF project and strategic review. | |
| 9. | Fundraising Review: carried over until June meeting | |
| 10. | Correspondence: | |
| i. | Friends of Rainham Church – Big Band event 22 July 7pm. PCC agreed to adopt this event subject to review and agreement of the Risk Assessment by NW, as Health & Safety Officer. | |
| ii. | Churchyard Maintenance Group had requested support from the PCC in helping on Saturday mornings. Their request had been highlighted in the News Sheet, on social media and would be promoted on 17 June at the Big Green Day. The PCC tasked the staff team to engage with the Churchyard Team to look at recruiting more volunteers. | |
| 12. | Items for News Sheet from this meeting: | |
| | <ul style="list-style-type: none"> Wholehearted support of the churchyard team and encouragement for others to join on Saturdays, even if not every week. Adoption of the safeguarding policy Appointment of PCC Officers | |
| 13. | Dates of Next Meetings: | |
| | Tuesday 18 July, Millennium Centre 19:30 Wednesday 20 September, Millennium Centre 19:30 | |
| 14. | Closing Prayer: | |
| | JPJ closed the meeting in prayer at 21:37 | |

**Appointment of Officers after APCM
May 2023**



ST. MARGARET'S

RAINHAM

Page 2 of 3

| | | |
|--|---|---|
| PCC Chair: | <i>Incumbent</i> | Nathan Ward |
| PCC Vice Chair: | | Owen Smith |
| Treasurer: | | Sam Holden |
| Secretary: | | Jo Whittaker |
| Electoral Roll Officer: | | Jo Whittaker |
| Parish Safeguarding Officer: | | Linda Randall |
| <i>DBS Administrator (Lead Recruiter)</i> | | Jo Whittaker |
| <i>Children and Young Person Advocate</i> | <i>A person who a child/yp knows they can talk to about any problems if they wish</i> | Felicity Holton |
| <i>Vulnerable Adult Advocate</i> | <i>A person who a VA knows they can talk to about any problems if they wish</i> | Heather Baker |
| <i>Children's Officer</i> | <i>Ensures the welfare of children & yp in activities, e.g. choir, music groups, bell ringing or as an escort in transport arranged by the church</i> | Owen Smith |
| Gift Aid Secretary: | | Davina O'Brien |
| GDPR Officer: | | Terry Whittaker |
| Health and Safety Officer: | | Nathan Ward |
| Sub-Committees | | |
| Standing Committee: | <i>Vicar, Churchwardens (two or three as appointed by PCC) Plus two others (three if three Churchwardens)</i> | Nathan Ward Davina O'Brien Linda Randall i. Philip Holdcroft ii. Lorna Dyer |
| Finance Committee: | <i>Chair to be appointed by PCC</i> | Chair – Terry Whittaker Davina O'Brien Sam Holden |
| Maintenance and Utilities Committee: | <i>Relating to the upkeep and maintenance of the church building, Millennium Centre & Churchyard. Chair to be appointed by PCC</i> | Chair – Nathan Ward David Ormiston Nigel Barfoot Ana Setton |
| Safeguarding Committee: | <i>Chair to be appointed by PCC</i> | Chair – Jean Penney Linda Randall Jo Whittaker Heather Baker Felicity Holton Owen Smith Davina O'Brien |
| Putting Rainham First Project: | <i>Project Manager to be approved by PCC</i> | Project Manager– Keith Berry Nathan Ward Terry Whittaker Kayleigh Ward Lance Hanning Jean Penney Davina O'Brien |