

The Parish Church of St Margaret, Rainham
Parochial Church Council

Full meeting of the PCC on Thursday 19 October 2023
19:30 in Church



Present: Hollie Allen (HA); Nigel Barfoot (NB); Lorna Dyer (LD); Janet Garnons-Williams (JGW); Nick Grief (NG); Revd Jonathan Jennings (JPJ); Davina O'Brien (DOB); David Ormiston (DO); Linda Randall (LR); 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:	
	JPJ opened the meeting in prayer	
2.	Apologies:	
	These were received from Heather Baker (HB); Philip Holdcroft (PH); Felicity Holton (FH); Owen Smith (OS).	
3.	Minutes of the Meeting on 20 September 2023 and Matters Arising <i>(not recorded elsewhere):</i>	
	TW proposed and DOB seconded the proposal that the minutes be accepted as a true and accurate record of the meeting. All in favour. It was noted that the final section of the July minutes were still to be received and agreed.	
i.	Millennium Centre hiring policy for other faith groups – NW had drafted a Policy Notice to be included in the Millennium Centre Booking Terms and Conditions to include a paragraph on the hire by religious organisations; the paper was circulated at the meeting. After some discussion, an amendment was agreed and all were in favour of accepting the amended policy, with terms to be revisited after a wider discussion.	
ii.	Graveyard Trees – TW agreed to write to the churchyard maintenance team.	TW
iii.	Confirmation of payment to John Corley – SH confirmed the cheque had been banked.	
iv.	Advice from Diocese/DAC re potential closure of the part of the churchyard – no advice had been received, but it was reported that there was a backlog on the DAC system.	
v.	Additional quote for concept design for lighting/sound/AV – this was still awaited.	
vi.	Meeting with old 6:30 music group – NW had written to the musicians and invited them to come back to him if wanted.	
vii.	Outcome of request for contribution for Bibles – there had been a good response with approx. £700 donated. The Bibles had been delivered to school that day.	
4.	Safeguarding Update:	
	LR advised no new concerns had been reported. The Safeguarding Committee were due to meet on 7 November. NW circulated the current stated position on the safeguarding system which appeared not to have changed for a while. It was suggested that there was work ongoing underneath the system and Jean Penney (committee chair) to be asked to produce a report for the next meeting to highlight what needed to be done to 'unblock' the system and thereafter a monthly report for the next six months evidencing progress.	JP/LR
5.	Finance Committee Update, including 2024 Budget:	
i.	Update on outstanding reimbursements due (Diocese/Fuse, Pre-School, Utilities and HiA) – TW reported that £3k had been received for the Fuse events that week; the liquidators had advised that no money was available for the Pre-School liabilities; the Utility contracts had changed and the outstanding balance dealt with within the finalisation of the contract; and the CIC had been created for HiA and was now moving forward.	

ii.	MCA loan – this was in progress but required a 5-year cash flow document to finalise. Once 2024 Budget was agreed TW would finalise the application. There would be an anticipated two-to-three-week turnaround.	TW
iii.	Reserves Policy review – this was included within the 2024 budget and would be brought in more detail to the November meeting.	SH
a.	<p><u>September Accounts:</u> TW reported that income was steady. Points to note from the report -</p> <ul style="list-style-type: none"> • Some items had been reallocated which had tidied up the report. • £10.5k events income was included in sundries. • One month’s PCC rent was missing but payments were up to date. • Weddings budget was down due to numbers and some money still sat in the tied income account. <p><u>Expenditure:</u></p> <ul style="list-style-type: none"> • One month behind on Parish Share • Church running costs were over budget, but there was some reallocation still to carry out. • Clergy housing was under budget. • Events had made a profit but expenditure was split between various budgets so some reallocation was required. • MC utilities were not over budget as expected, but MC repairs were. • Heritage, crypt and wall repairs were all unbudgeted costs. • Final wall payment was still to be made. <p>Current Account - £25k, Tied Income - £63k, Savings - £66k. These would be included in the monthly report going forwards.</p>	
b.	<p><u>2024 Budget:</u></p> <p>TW gave some background on how the Budget had been put together and confirmed that the Finance Committee and NW had reached a place that they were both comfortable with. Documents had been circulated previously.</p> <p>SH advised that MC income for 2023 was £65k and this was anticipated to be £98k for 2024, bottom line being that the balanced 2024 budget would produce a £186 deficit but noting that there was no provision for the PRF project within this.</p> <p>At this point, NW circulated some paperwork relating to potential new hirers for the MC in 2024. This included Community Careline Medway in the lower hall and the opportunity to secure a significant rental contract with another medical services provider. They would at this stage be looking to utilise Room 1 (old nursery office), Room 2 and Room 3 (photocopier room) as clinic rooms and the old nursery room as office space, along with its garden area for a potential portacabin. The impact of agreeing this contract meant we would not be able to go forward with the potential hire to an independent Physiotherapist who had approached us previously but no contract had yet been agreed. Interest had also been expressed by the medical company to additionally utilise the church office space.</p> <p>There was a long and detailed discussion and the following proposals were made:</p> <ul style="list-style-type: none"> • The contract be signed with Community Careline Medway • The proposed hire of Room 1 for physiotherapy be turned down. • The old nursery room, Rooms 1, 2 and 3 be offered to the other medical services provider together with a portacabin in the garden space if this was viable. • The churchwardens be asked to look at space in church and the viability of relocating the church office and report back to the November PCC meeting to review whether the extra church office room could be offered. <p>FOR: 12 AGAINST: 0 ABSTENTION: 0 Proposal agreed unanimously</p> <p>It was noted that there may be an extra PCC meeting called if necessary.</p> <p>TW then proposed that the 2024 Budget be accepted as presented (not including any of the new proposed rental income) noting that there was no allocation for PRF.</p>	

	FOR: 12 AGAINST: 0 ABSTENTION: 0 Budget agreed unanimously PCC also confirmed their unanimous agreement for tenants to be notified of a 4.75% increase for 2024. Thanks were given to TW, DOB, SH and NW for all their efforts.	
6.	Maintenance & Utilities Committee Update: for next meeting	NW
7.	Mission: for next meeting	NW
a.	Services - for next meeting	NW
8.	Fundraising Review:	
	NW circulated a document for discussion at the next meeting.	NW
9.	Correspondence:	
	Letter from +Jonathan regarding LLF to be circulated for next meeting.	JW
10.	AOB:	
	PCC were asked to approve two Christmas concerts to be held in church by Jamie Johnson on 7 and 8 December. All in favour.	
11.	Items for News Sheet from this meeting:	
12.	Dates of Next Meetings	
	Monday 20 November, 19:30 – This would now be in person, venue to be confirmed. (NG to join on Teams).	
13.	Closing Prayer:	
	JPJ closed the meeting in prayer at 22:15.	