

The Parish Church of St Margaret, Rainham
Parochial Church Council

Full meeting of the PCC on Wednesday 13 December 2023
19:30 in the Millennium Centre (Upper Hall)



Present: Nigel Barfoot (NB); 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); 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); Heather Baker (HB); Owen Smith (OS); with Revd Jonathan Jennings (JPJ) and Linda Randall (LR) both arriving later during the meeting.	
3.	Minutes of the Meeting on 20 November 2023 and Matters Arising (not recorded elsewhere):	
	JGW proposed and PH seconded that the minutes be accepted as a true and accurate record of the two meetings. All in favour, with 1 abstention.	
i.	Graveyard Trees – writing to the churchyard maintenance team. TW was recovering from some health issues and would pick this up in due course. DO asked whether the PCC could seek permission from Medway Council to remove the self-seeded yew tree near the Church, as this could impact the integrity of the church walls. It was agreed that DO would take some photos and seek Council advice.	TW DO
ii.	Additional quote for concept design for lighting/sound/AV – quotes were still to be received. This would be picked up and discussed by the PRF committee at their meeting the following day.	
iii.		
iv.		
4.	Safeguarding Update:	
i.	The formal motion proposed at the last meeting regarding Diocesan training had been lodged and consulted on with the Archdeacon, the head of Diocesan safeguarding and the head of lay ministry training. They would all be attending the January Deanery Standing Committee meeting for further discussion and be taken to the February Deanery meeting.	
	JW had continued to work on the Sentry system and safer recruitment and this was all back on track. Correspondence was ongoing regarding the sleeper in the churchyard and NW was part of the strategy wrap around team. Acts Six – as the company was 100% owned by the PCC, NW and the other directors were proposing to have a drop down safeguarding policy to adopt the Church's policy.	
5.	Finance Committee Update:	
a.	<u>November 2023 Accounts:</u> Points to note from the report – <u>Income:</u> <ul style="list-style-type: none"> • Gift Aid and giving was slightly down. • Millennium Centre continued to be down due to a lack of hirers. • PCC property rental – December rent was being followed up to ensure this would be paid on time. 	

	<ul style="list-style-type: none"> Weddings/funerals - £9k was being reallocated from the tied income account and this was now close to budget. (Thanks were given to DOB for her work in sorting this out). <p><u>Expenditure:</u></p> <ul style="list-style-type: none"> Parish Share would be caught up by year end. £1k repairs to come out. Reconciliation of the credit card was to be finalised. £11.5k for events expenditure to be reallocated from the evangelism budget. MC utilities were better than expected. MC repairs were overbudget and would increase for next year. Unexpected expenditure for the Heritage project, wall and crypt had taken us over budget. <p>The Finance Committee would be better placed to report next month once the reallocations had been carried out. Current Account - £21k, Tied Income - £57k, Savings - £67k.</p> <p>It was noted that there were two events taking place before the end of the year which were not budgeted for. The £7k wall grant had not yet been received – this was being chased. There was also a likelihood that before the end of the year there would be a need to re-budget for 2024.</p>	
b.	<p><u>Reserves Policy:</u> SH confirmed that the Finance Committee had looked at the Reserves policy following PCC request, recognising the likely financial position next year. Applying the existing reserves policy to the agreed 2024 budget, the reserves figure would come down to £45k (from £67K) which would release £22k as at 1/1/24.</p>	
c.	<p><u>Indicative Offer (Parish Share):</u> TW reported that the Diocese had proposed an Indicative Offer of £92,938, however this was based on <u>all</u> income, including the tied income. Using the Diocesan calculations, a truer figure would be £71,772 however we had budgeted for £54,608 (a 5% increase on this year) leaving approx. £17k deficit. After discussion it was agreed that: 'In response to the Indicative Offer, the PCC will uplift the 2023 offer by 5% to £54,608 and, if we are in a position to revise the budget next month, we will revise our Offer at that stage.' Proposal agreed unanimously.</p>	Finance Cttee
6.	<p>Standing Committee Review: It was noted that PH, DOB, NB and NW were now directors of the new trading company as well as being members of the Standing Committee, therefore if any decisions were required in respect of the Millennium Centre there would be a conflict of interests and the Standing Committee would not be quorate. It was therefore proposed that NB and PH stand down and two others be elected in their place so that the Standing Committee could continue to act on all issues. LD nominated JGW and NB nominated HB. Agreed unanimously.</p>	
7.	<p>Millennium Centre Update: The trading company, Acts Six (limited by shares), had been set up. PCC were now required to agreed heads of terms and the lease between the PCC and Acts Six. This required: - an EPC certificate for the MC which had been commissioned and rated D. Once the invoice was paid this would be lodged via the government portal. - approval of the mechanism for signing the lease. - the commercial rental valuation to be defined and then agreed by the Charity Commission; valuation was expected this week. There was a question as to who would sign the lease between the PCC and Acts Six and it was agreed that a small group be formed of the Chair of the Finance Committee (TW), a Churchwarden (LR) and the PCC Vice-chair (OS) to look at the lease, agree heads of</p>	

	<p>terms and sign the lease – this would only be brought back to PCC if there were any significant concerns.</p> <p>There was a vote as to whether the PCC required a Schedule of Condition of the MC: FOR: 1 AGAINST: 7 ABSTENTION: 2 Proposal not carried</p> <p>JGW then proposed and HA seconded the proposal that an informal survey/record be made of the obvious state of the MC. FOR: 9 AGAINST: 0 ABSTENTION:1 Proposal carried</p> <p>It was reported that the directors of the medical company were happy to sign the lease, and in the circumstances, OS proposed and TW seconded the proposal that a ‘tenancy at will’ be instated. FOR: 10 AGAINST:0 ABSTENTION: 0</p> <p>There was one final question from DO regarding the Churchwarden’s email and the moving of the chest from the office vestry to the choir vestry – it was noted that two lower shelves of music would need to be moved to facilitate this.</p>	
8.	Fundraising Review:	
	There were some questions as to how the £24,675 figure was calculated and it was not clear how many of the applications had been successful and where the monies had been paid. NW to follow this up.	NW
9.	Maintenance & Utilities Committee Update:	
	The Committee had not met recently; once the MC issues had settled, the committee set up was likely to change. This would be reviewed at the December meeting.	
10.	Correspondence:	
	None to report.	
11.	AOB:	
	None to report.	
12.	Items for News Sheet from this meeting:	
	None. It was agreed that once the MC lease was signed that verbal notices would be give to the congregations during services.	NW
13.	Dates of Next Meetings	
	Wednesday 13 December, 19:30 – Millennium Centre (Upper Hall) JW/NW to look at dates for 2024.	JW/NW
13.	Closing Prayer:	
	OS closed the meeting in prayer at 22:00.	