

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); Nick Grief (NG); Philip Holdcroft (PH); Charley Holden (CH); Felicity Holton (FH); Revd Jonathan Jennings (JPJ); Davina O'Brien (DOB); David Ormiston (DO); Linda Randall (LR); Revd Nathan Ward (NW) - Chair; 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) arriving later during the meeting after choir practice.	
3.	Minutes of the Meeting on 20 November 2023 and Matters Arising <i>(not recorded elsewhere):</i>	
	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.	
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 Deanery Standing Committee meeting in January for further discussion and this would then be taken to the February Deanery Synod meeting.	
	Safer recruitment work was ongoing at pace. 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:	
	<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. • Weddings/funerals - £9k had been 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). <u>Expenditure:</u> <ul style="list-style-type: none"> • Parish Share was back on track. • Reallocations from various accounts were still to be done. 	

<ul style="list-style-type: none"> • Receipts for NW expenses were still to be processed. • Training/Mission budget line included Events expenditure so was inflated. • MC repairs were overbudget but figures were being checked. • Unexpected expenditure for the Heritage project, wall and crypt had taken us over budget, but with these items excluded the budget was only 3% over. <p>It was also noted that the £7k wall grant had still to be received. Current Account - £16k, Tied Income - £68k, Savings - £67k.</p> <p>SH reported that due to the formation of the new trading company, Acts Six, in response to the Millennium Centre lease income, the 2024 proposed budget had been reviewed. Changes included:</p> <ul style="list-style-type: none"> - All MC items removed - A reduction in insurance (MC no longer included) - Training, mission & evangelism budget line increased - Photocopier costs split 80% Church and 20% MC - Salaries reduced to recognise the 'joint' employment contract of staff between PCC and Acts Six. - £4k budget line for PRF - New £1.5k recycling budget line – waste contract for Church <p>TW then raised four matters which were discussed in turn and a vote taken on each after the final discussion.</p> <p>i. <u>MCA Loan</u> – there was an opportunity to pay this off before the year end as the analysis of the tied income account had revealed we were £12k better off than anticipated, the balance of the monies could come from savings, especially given that the 2024 Reserve figure would be more than £20k less than that required in 2023 (due to formation of Acts Six).</p> <p>TW proposed and DOB seconded the proposal that the loan be paid off before the end of the year. FOR: 11 AGAINST: 0 ABSTENTION: 1 Proposal carried.</p> <p>ii. <u>Fuse Events</u> – it was reported that the Dioceses of Rochester & Canterbury were still to pay the balance of £5,200 for the Fuse youth events despite being chased. It was therefore proposed to withhold the Parish Share for both December and part off January to offset the balance owed.</p> <p>TW proposed and CH seconded the proposal to withhold payments as set out above. FOR: 12 AGAINST: 0 ABSTENTION: 0 Proposal carried unanimously.</p> <p>iii. <u>Income from Acts Six</u> – the commercial rental valuation of the MC was £44.5k (based on post building works, reduced by £1.5k pre-building works). Local authority (district) valuation was £17.5k. In line with regulations, as a charity the PCC were obliged to let premises at market rate unless there was a genuine reason to accept a lesser value. Acts Six directors had challenged the commercial valuation rate given the discrepancy between the two and suggested they would be prepared to accept a liability for £35k. The directors left the room due to a conflict of interests and the balance of the PCC discussed what figure they would be prepared to accept for rental recognising their legal duties as trustees. After discussion it was agreed that they were minded to accept a rental figure of £35k but realising £10k would need to be taken from the budget to ensure that it balanced. NW had suggested that if £35k were accepted the new £10k item that had been added for music could be taken from the budget. The directors then returned.</p> <p>iv. <u>2024 revised Budget</u> - TW proposed and DO seconded the proposal that the 2024 Budget be accepted as presented with £35k for MC rental and £10k music taken out. FOR: 11 AGAINST: 0 ABSTENTION: 1 Proposal carried.</p> <p>The PCC were deeply appreciative of the work the directors had undertaken of behalf of the PCC and Church and recognised the stress that this had created.</p>	<p>Finance Cttee</p> <p>Finance Cttee</p> <p>Finance Cttee</p>
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6.	Fundraising Review:	
	NW would bring the updated status to the meeting in January.	NW
7.	Millennium Centre Update:	
	This had already been covered in the Finance discussions. Once the lease was in place, an update would be given at the next meeting. Thanks were given to NW for his herculean efforts in making everything happen.	
	NW then paused the agenda for items 8. (Maintenance & Utilities Committee Update) and 10-12 (Correspondence, AOB and Items for the News Sheet) to allow an intentional time for consideration and discussion of the following two questions: a. What does 'good' look like for St Margaret's Church? b. What do Sundays look like? It was agreed that these discussions would continue into the January meeting (see date below) following a short 15 minutes of business, and PCC were asked to prayerfully consider these questions over the next month.	All
13.	Dates of Next Meetings	
	Thursday 11 January 2024, 19:00 – Church (<i>*note earlier time</i>)	
13.	Closing Prayer:	
	NW closed the meeting in prayer at 21:58	