

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

Full meeting of the PCC on Tuesday 16 April 2024  
19:30 in Church



**Present:** Heather Baker (HB); Nigel Barfoot (NB); Lorna Dyer (LD); Janet Garnons-Williams (JGW); Nick Grief (NG); 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:** Jo Whittaker (JW) – Secretary

**PCC MINUTES**

Item	Details	Action
<b>1.</b>	<b>Welcome and Opening Prayer:</b>	
	TW opened the meeting in prayer. NW advised that the main item for focus was item 9. Annual Report & Accounts, and time was needed to allow for this and still finish the meeting at a reasonable time.	
<b>2.</b>	<b>Apologies:</b>	
	These were received from Hollie Allen (HA); Philip Holdcroft (PH); Sam Holden (SH) – Treasurer.	
<b>3.</b>	<b>Minutes of the Meeting on 20 March 2024 and Matters Arising</b> <i>(not already recorded on the Agenda):</i>	
	TW proposed and DOB seconded the proposal that the minutes be agreed as a true and accurate record of the meeting and this was agreed by all those present at the previous meeting.	
i.	Consultation status re. prayers for same sex couples (7.) – this would be actioned within the next two to three weeks.	<b>NW</b>
ii.	Implementation of recommendations from accident report (12.i) - this was to be picked up by the staff team next week to move it forwards. TW to liaise with Stuart Bourne & Gary Williams to ascertain the best hedge for the area and it was agreed that, if necessary, a temporary fence of stakes and wire mesh be erected whilst the hedge developed to the appropriate height. TW to submit draft costs to PCC before any plants were bought.	<b>Staff team</b>  <b>TW</b>
iii.	Eco group and PCC sub-committee (12.ii) – JGW proposed and NG seconded the proposal that the Eco group become a PCC sub-committee; this would help to ensure that consideration be given to the eco status of any church activities undertaken. <b>All in favour.</b>	
<b>4.</b>	<b>Safeguarding Update:</b>	
i.	<u>Categories of concern</u> – LR had circulated a current list of categories of all cases/referrals. There had been 47 cases reported since 2018 including five historic cases. 17 of these were still open. It was noted that the categories were very broad which made strategic management quite tricky and after some discussion it was agreed that the report be amended to also identify what was and wasn't a trustee concern. A lack of process was also recognised around disciplinary procedures for volunteers, including grievances and appeals process – this should be included in the volunteer handbook. NG volunteered to research other charity volunteer policies. There was also a sub issue of focal leadership for some of the groups which required some further thought.	<b>NG</b>
i.	<u>Basic DBS Checks</u> – LR advised that these only highlighted individuals with unspent convictions. The safeguarding committee had itemised 46 volunteer roles that were not eligible for an enhanced DBS check but for which a basic check could be carried out should PCC consider it appropriate, particularly for those roles where there may be a perceived level of trust. After much discussion there were 28 roles that PCC felt required a basic check. This raised questions as to how they best be carried out (as this was not	

	<p>something that the Diocese or thirtyone:eight offered) and also how this decision be communicated to the congregation and the volunteers involved as it felt reasons could be wrongly construed.</p> <p>The decision to implement basic checks was delayed to allow PCC time to reflect and put together a cogent answer. JJ was to send round a draft response in time for the next meeting in May, noting there would be new PCC members at that stage.</p>	JJ
<b>5.</b>	<b>Finance Committee Update:</b>	
i.	The Financial Statement for the Annual Report had been circulated and TW reported that the Independent Examiner had now agreed these with some minor amendments; the signed copy would be with us by the end of the week, ready for circulation to the congregation on Sunday. Thanks were given to DOB, SH and Ana for their sterling work in preparing these.	
ii.	March accounts – these were as expected. The rental payment from Acts Six had been paid the previous day and was therefore not included in the figures circulated. There had been a lapse in payment of the rent for Childscroft which had left this a month in arrears – TW, NW and the Churchwardens to have a conversation as to how best to handle this.	TW/NW DOB/LR
<b>6.</b>	<b>Millennium Centre/Acts Six Update:</b>	NW
i.	<ul style="list-style-type: none"> <li>Solicitors had been engaged and heads of terms were needed to finalise the lease between Acts Six and PCC. JGW, TW and OS had not yet met on the PCC's behalf as the solicitor's letter was awaited, although JGW had responded to some preliminary questions.</li> <li>Employment of staff remained within the PCC</li> <li>Photographic schedule of condition had been done and report received.</li> <li>NW was meeting with the PCN this week regarding their contract.</li> </ul>	
<b>7.</b>	<b>Maintenance &amp; Utilities Update:</b>	
	Discussions were ongoing regarding the risk of plaster falling from the ceiling area above the entrance to the choir vestry where it connects to the tower. Use of the space was being managed in the meantime.	
<b>9.</b>	<b>Annual Report &amp; Accounts:</b>	
	<p>NW reported that the Annual Report &amp; Accounts had been signed off by the Independent Examiner and the only outstanding section was in relation to objectives and future plans. NW circulated a document for the PCC to consider and talked through his thinking and the operational things that would be required. The vision was for St Margaret's to 'pray more, read the Bible more and love more.'</p> <p>PCC unanimously agreed for the document to be included in the Annual Report, and if there was anything else they felt was needed this was to be sent to NW within the next two days.</p>	
<b>10.</b>	<b>Correspondence (if any):</b>	
	<p>The Bellringers had asked PCC to agree a bell ringing fee raise from £160 to £200. NW proposed and JJ seconded this proposal.</p> <p><b>FOR: 13   AGAINST: 0   ABSTENTION: 0 Proposal unanimously agreed.</b></p>	
<b>11.</b>	<b>AOB (to be notified to the Chair prior to the meeting):</b>	
	<ul style="list-style-type: none"> <li>JJ announced that after 39 years of ministry, it was his intention to retire next year; an exact date was still to be confirmed but this would be sometime around Easter 2025. It was hoped he would be able to announce this at the APCM but this was to be kept in the strictest confidence until an official announcement was made. Prayers were said for JJ and the family.</li> <li>Archdeacon Andy had announced he was leaving at the end of the year to return to Sheffield. Given his understanding of the PRF project there would need to be some resetting done.</li> <li>This was the last meeting for DOB as Churchwarden, NB, OS and HA as PCC members and SH as Treasurer. Thank yous were given all round for what had been a roller coaster journey over the last few years and tremendous progress had been made and we were moving forward in the hardest of situations.</li> </ul>	

<b>12.</b>	<b>Items for News Sheet from this meeting:</b>	
	No specific news from this meeting as the Annual Report would be issued on Sunday.	
<b>13.</b>	<b>Dates of Next Meetings:</b>	
	APCM – Sunday 28 April, 16:00 in the Millennium Centre (Callaway Room upstairs) Further dates to be confirmed.	
<b>14.</b>	<b>Closing Prayer:</b>	
	JJ closed the meeting in prayer as 22:13 and the Grace was said together.	