

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

Full meeting of the PCC on Thursday 26<sup>th</sup> September 2024  
19:30 in Church



**Present:** Lorna Dyer (LD); Janet Garnons-Williams (JGW) – Vice-chair; Nick Grief (NG); Simon Hall (SH); Philip Holdcroft (PH); Felicity Holton (FH); Emi Inetianbor (EI); Revd Jonathan Jennings (JPJ); David Ormiston (DO); Jean Penney (JP); Linda Randall (LR); Revd Nathan Ward (NW) - Chair

**PCC MINUTES**

Item	Details	Action
<b>1.</b>	<b>Welcome and Opening Act of Worship:</b>	
	The meeting started with Evening Prayer. In the absence of JW, PCC Secretary, NW asked if anyone present would be prepared to minute the meeting. JP agreed to take on this role.	
<b>2.</b>	<b>Apologies:</b>	
	These were received from Heather Baker (HB); Charley Holden (CH); Terry Whittaker (TW); Jo Whittaker (JW). Rev Jonathan Jennings (JJ) joined the meeting later.	
<b>3.</b>	<b>Minutes of the Meeting on 25<sup>th</sup> July 2024:</b>	
a.	JGW proposed and EI seconded that the minutes be accepted as a true and accurate record of the meeting. <b>All in favour.</b>	
b.	<b>Matters Arising:</b>	
i.	NG had been approached by some members of the Churchyard Gang on Sunday morning to raise a concern about the position of the bird bath in the graveyard as it made mowing that area difficult. NW explained that he had consulted with Gary Williams, leader of the Churchyard Gang, before the bird bath was positioned and Gary had agreed with the siting of the bird bath.	
ii.	Bibles had now been delivered to St Margaret's School.	
<b>4.</b>	<b>Safeguarding:</b>	
	NW apologised that print out from Sentry was not available for the meeting to view.	
a.	<b>Concerns</b> – none to bring to the attention of the PCC.	
b.	<b>Safer Recruitment</b> – JP advised the meeting there were 20 people who had not completed the required training. Letters had gone out to each individual which were now being followed up by email. Two face to face sessions were being offered. Next step was to approach individuals. JP would bring an updated list to the net meeting of the PCC.	
<b>5.</b>	<b>Church Overview:</b>	
i.	<b>Putting Rainham First (PRF)</b> - NW informed the meeting that a 60-page document setting out our plans had been submitted to the DAC; this would start to open up the consultation. The DAC was meeting today, and we could potentially be having a meeting with the DAC within the next week. The PCC would have an opportunity to look through the DAC's comments at the meeting in November. NW said that he was planning to consult with the congregation in April, at the APCM. The meeting agreed that the timing seemed appropriate and that there needed to be an informed consultation process as soon as possible. NW said that we would be in a position to publish a consultation document in March ready for the APCM in April. JGW suggested bringing the congregation up to date on progress and being clear on way forward as soon as possible. There were two funding bids currently being processed: - - £8.5K Heritage Place Funding, which would pay for a structural engineer to do a full inspection of the church. - £8K Heritage Festival Funding bid, which would cover the overarching work that would inform the PRF work. The bid was unsuccessful first time round, but we had been encouraged to resubmit a bid in the name of the Friends of St. Margaret's Church.	

	NW reported that we were currently 2/3 <sup>rd</sup> way through scanning the archiving material. The public would have access to the material through St. Margaret's new website. Heritage funding would be used to purchase a fold away information board on the Tufton Family.	
ii.	<b>Churchyard:</b> the testing of all head stones and curb stones was 85 percent complete. 40 percent of these need attention. 12 headstones were flagged in red as needing urgent attention because of potential risk. Strict tests had been applied and one headstone installed in September 2023 failed the test. NW intended discussing the matter further at the Staff Team Meeting in October and would bring the matter back to the PCC in October.	
iii.	<b>Staffing:</b> NW stated that he had started thinking through post Easter next year when JJ retires. There were three possible options available to us: a) full time stipendiary minister b) house for duty minister c) self-supporting minister  NW and the treasurer had started modelling these options from a budgetary perspective. Using very crude figures it looked as if we would have a deficit budget of £45K for option a and £90K deficit budget for option b. The budget forecast would be presented to the Finance Committee at their next meeting and then the PCC. We would need to raise a further £40K per year to bring in a positive budget.	
iv.	<b>Challenges:</b> - Structural challenges of the church and churchyard - Crypt: waiting for heritage funding to sort out and finish tidying up the crypt. Waiting to hear back from Chancellor as to whether the work could be done under the original faculty. - How we use time at PCC effectively whilst keeping mission going.	
<b>6.</b>	<b>Mission Strategy:</b>	
i.	<b>Review Objective 4 10:30 Service</b> – develop service booklets and associated resources on the website that help explain the liturgy ➤ NW and JJ had developed service books with a draft script on associated resources.	
ii.	<b>Review Objective 8 10:30 Service</b> – provide opportunities within the service for 'getting to know people', e.g. testimony, this is where I work etc... ➤ Some services had included time to talk to others and to get to know new people. Website to include stories, asking people across the church to produce a short video.	
iii.	<b>Review Objective 3 (a-d) Communication</b> – redevelop the church website; recruit a volunteer to manage the technical side of the website; recruit a volunteer to manage the content on the website; ensure the content of the website is relevant and updated; ensure that it is user-friendly so that people can find the information they require quickly. ➤ NW reported that we were very close to the new website becoming live. Headings included: Faith, Heritage, Environment, Art and Community. Felicity and Ray Holton had agreed to manage the website. There would be strict controls in place as to what goes on the website and people would be expected to submit their own articles. The website would need to be 'outward facing, inward serving'. FH made the PCC aware of the huge amount of time NW had put into making this happen.	
iv.	<b>Review Objective 2 Tafara Partnership</b> – quarterly clergy meeting (May, September and December) with St Margaret's and St Philips / St Matthias clergy and review partnership. ➤ It was noted that asking Fr Farsi for prayer requests had served to strengthen our relationship with St. Phillip's Tafara. NW to contact Father Farsi on WhatsApp Group	NW

v.	<p><b>Roles and Responsibilities</b> - NW presented a paper setting out a proposed structure on how activities could be organised within the staff team, and beyond, to make it clear who was leading on what activity. If agreed by the PCC the implementation plan for the proposed structure would be discussed at the next Staff Team meeting with a view to it being implemented by the end of the year.</p> <p>FH stated that Eco Hub was led by Kayleigh Ward and Eco Church by FH. This was noted and the document would be amended.</p> <p>SH proposed that the structure be agreed, and NG seconded the proposal. FOR: 12   AGAINST: 0   ABSTENTION: 0. <b>Proposal carried unanimously.</b></p> <p>NW presented a paper on a proposed reporting line/supervision to support the above roles and responsibility's structure. NG suggested that there should also be a reporting line for Tafara. Paper to be amended to include Tafara.</p> <p>JGW proposed that the structure be agreed, and FH seconded the proposal. FOR: 12   AGAINST: 0   ABSTENTION: 0. <b>Proposal carried unanimously.</b></p>	NW
<b>7.</b>	<b>Finance:</b>	
a.	<b>Position against budget</b> - A report had not been received from the Treasurer. NW reported that cash flow was tight.	
b.	<b>Any unusual or unexpected expenditure</b> – NW reported there was no unusual expenditure.	
c.	<b>Bank Changes</b> - A paper had been circulated prior to the meeting and NW proposed that the PCC accepted the recommendations within the paper. EI seconded the proposal. FOR: 12   AGAINST: 0   ABSTENTION: 0 <b>Proposal carried unanimously.</b>	
<b>8.</b>	<b>Health and Safety:</b>	
	NW reported that he planned to meet with Martin Helmore to discuss issues with the Churchyard. The 5-year electricity inspection had been completed.	NW
<b>9.</b>	<b>Maintenance:</b>	
	NW had met with Gary Williams and Mick Penney to establish the Maintenance Committee. SH would also form part of the group. They would meet bi monthly to go through the maintenance schedule.	
<b>10.</b>	<b>Correspondence:</b>	
	Nothing received for PCC.	
<b>11.</b>	<b>AOB:</b>	
i.	<b>Heads of Terms for PCC and Act Six</b> - the draft document had been circulated prior to the meeting. Acts Six had agreed the Heads of Terms for PCC and Acts Six. The solicitor working with us on developing the Heads of Terms Agreement was a specialist in Contract law, we now needed to engage a Solicitor who had an expertise in Charity Law to ensure that there was nothing that would upset the Charity Commission. NG proposed that the Heads of Terms Contract be adopted. DO seconded the proposal. FOR: 10   AGAINST: 0   ABSTENTION: 2 <b>Proposal carried.</b>	
<b>12.</b>	<b>Dates of Next Meeting:</b>	
	Thursday at 19:30 in Church on: 24 <sup>th</sup> October 28 <sup>th</sup> November	
<b>13.</b>	<b>Closing Act of Worship:</b>	
	The meeting concluded at 21:40 with the final part of Evening Prayer.	