

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

Full meeting of the PCC on Wednesday 25<sup>th</sup> June 2025  
 19:30 in the Millennium Centre



**Present:** Lorna Dyer (LD); Janet Garnons-Williams (JGW); Nick Grief (NG); Simon Hall (SH); Emi Inetianbor (EI); Davina O'Brien (DOB) – Treasurer; David Ormiston (DO); Jean Penney (JP); Linda Randall (LR); Barbara Strachan (BS); Revd Nathan Ward (NW); Terry Whittaker (TW)

**In Attendance:** Jo Whittaker (JW) – Secretary

**PCC MINUTES**

Item	Details	Action
<b>1.</b>	<b>Welcome and Opening Act of Worship:</b>	
	NW opened the meeting in prayer. Lianne Falkingham (LF) was introduced to the PCC as the new Parish Safeguarding Officer (PSO) and thanks were given to her for taking on this volunteer role.	
<b>2.</b>	<b>Apologies:</b>	
	None were received.	
<b>3.</b>	<b>Minutes of the Meeting on 22<sup>nd</sup> May 2025:</b>	
a.	Approval – JGW proposed and DO seconded that the minutes be accepted as a true and accurate record of the meeting. <b>All in favour.</b> It was noted that the last PCC meeting date was incorrect on the agenda (should be 22 <sup>nd</sup> May, not 26 <sup>th</sup> May).	
b.	<b>Matters Arising (not included elsewhere):</b>	
i.	Acts Six Lease – this was in progress; JGW had actioned the paperwork to send to the Diocese	
ii.	Complaint re. St George's flag – NW had responded to this.	
iii.	Appointment of Health & Safety Officer – NW proposed and JP seconded the proposal that Martin Helmore (MH) be appointed as the Health & Safety Officer. <b>Unanimously agreed.</b> It was reiterated that responsibility for Health & Safety remained with the PCC and this did not become a delegated responsibility. MH would also be covering the administrator's 2-week annual leave in July.	
iv.	Prayer Meeting – a suitable date and time was still to be found.	NG/TW
<b>4.</b>	<b>Safeguarding Dashboard:</b>	
	An updated report was circulated prior to the meeting. In summary: <ol style="list-style-type: none"> <li>1. Safer Recruitment – it was current church policy that every volunteer was safer recruited. This was above and beyond the national safeguarding policy and after a short discussion it was agreed that this be amended to 'all regular volunteers.'</li> <li>2. Process Flow Chart – this had been amended following some church volunteers not being prepared to provide references which had taken two years to resolve. It was proposed that there be a 12-week probationary period for each role during which all safer recruitment was to be completed (i.e. application completed, references received, appropriate training completed and DBS done if required). No volunteer was to be unsupervised during this period. It was noted that the flow chart had been shared with Anthony Glockling, Diocesan Safeguarding Adviser who said that it was a very comprehensive document.</li> </ol> <p>PCC approval was sought to a) confirm that all people volunteering at St. Margaret's would be Safer Recruited in line with the Church of England Policy Guidance, and b) approve the flow chart, effective from July PCC, when the safeguarding committee planned to present the Volunteer Handbook and Volunteer Application Forms for the approval of the PCC</p> <p><b>FOR: 12   AGAINST: 0   ABSTENTION: 0   Unanimously approved.</b></p> <ol style="list-style-type: none"> <li>3. Training requirements – the Diocese had identified roles and level of training required; the safeguarding committee had identified the roles applicable to St</li> </ol>	

	<p>Margaret's volunteers and produced a training matrix based on Diocesan recommendations. Level of training would be identified on each Role Description.</p> <p>PCC approval was sought to approve the training matrix as a guide to the level of safeguarding training each volunteer was required to undertake.</p> <p><b>FOR: 12   AGAINST: 0   ABSTENTION: 0 <b>Unanimously approved.</b></b></p> <p>4. Safeguarding Dashboard/Role Descriptions – role descriptions were circulated for approval by PCC - 252 Kids Leader, Monday Coffee Morning Leader, Tuesday Hub Leader, Thursday Coffee Morning Leader, Choir Leader, Bell Tower Captain, Just Say Hello Project Leader, and Pastoral Support Team Leader.</p> <p>It was noted that the Youth/XP3 team leader was not yet ready to sign off.</p> <p><b>FOR: 12   AGAINST: 0   ABSTENTION: 0 <b>Unanimously approved.</b></b></p> <p>5. Further actions being undertaken by the safeguarding committee included production of volunteer application forms, volunteer handbook and role descriptions for helpers of the above activities, which were included in the safeguarding dashboard.</p> <p>Thanks were given to the committee for their hard work. LF reiterated that safeguarding was everyone's responsibility not just the committee or PCC.</p>	<b>S/G Cttee</b>
<b>5. Church Overview:</b>		
a.	<p>Attendance (services &amp; groups) and Pastoral Services - Two months had gone by since Jonathan's retirement and it was now critical that resources and capacity were evaluated. Sunday and mid-week services were continuing and it was important to maintain these. NW thanked everyone and the staff team for bearing with everyone during this time.</p> <p>It was still hoped that a Children and Families worker would be able start in January 2026, but it was key to hold out for the right person and to be prepared that recruitment may be delayed. This role was subject to DBF funding being allocated which was still to be confirmed.</p>	
<b>6. PRF Update:</b>	<p>There was lots happening and the project was going well; the committee was due to meet next week and would be in a better position to provide a more in-depth report at the next PCC meeting. There was much discussion about the ongoing issue of whether a new roof was needed or not, or whether patch repairs would be sufficient and effective, as well as the detail required to make an informed decision about this. It was hoped that at the July PCC the archiving would be complete, more people spoken to and a clearer plan available.</p> <p>Following previous discussions about the Quinquennial architect, NW proposed and SH seconded the proposal that the inspecting architect be changed to Simon Ablett (who was a conservation specialist and on the register of inspecting architects for the Diocese).</p> <p><b>FOR: FOR: 12   AGAINST: 0   ABSTENTION: 0 <b>Unanimously approved.</b></b></p> <p>Based on the previous single phased project, £35k was committed to their 2025 budget. It was still expected that this would be sufficient to get us to the development phase of phase 1 of what is now a multi-phase project.</p> <p>NW proposed and TW seconded the proposal that Rob and Vicky Schulz, as budget holders for PRF, be given authority to manage the £35k within the context of PRF to enable us to get to development.</p> <p><b>FOR: 12   AGAINST: 0   ABSTENTION: 0 <b>Unanimously approved.</b></b></p>	
<b>7. Mission:</b>		
	Given time restraints at the meeting, this item was skipped.	
<b>8. Finance:</b>		
a.	Position against budget, including unusual or unexpected expenditure – <u>Income:</u>	

	<ul style="list-style-type: none"> <li>• Rental income had stabilised and going forwards the 5% charge for property management would be implemented</li> <li>• Parish fees were down on Q1 but up in Q2</li> <li>• A grant from the Church estates Charity of £10k had been received</li> </ul> <p><u>Expenditure:</u></p> <ul style="list-style-type: none"> <li>• We were behind with payment of the Parish Share, but within budget on most things</li> <li>• Communications budget was over budget and would be looked at in more detail</li> <li>• The repayments for church gas bill had been agreed and were covered within the amount set aside for this.</li> <li>• A payment plan was then due to be put in place for the Millennium Centre</li> <li>• We would look to change gas providers at renewal time</li> </ul>	
<b>9.</b>	<b>Health and Safety:</b>	
i.	Action Plan (10.) – JP was due to meet with Martin H this week.	
<b>10.</b>	<b>Maintenance:</b>	
	<ul style="list-style-type: none"> <li>• Medway Norse had carried out work on two trees where a faculty was not required</li> <li>• A faculty was not required for the tree near to the Millennium Centre walkway as this was not part of the churchyard. A purchase order was being raised.</li> <li>• Bigger gutters were needed to cope with increased rainfall; this may fall under the PRF project depending on the decision about the roof</li> <li>• Quinquennial work was in hand</li> <li>• Going forwards, the maintenance team would meet regularly, on the second Monday of each month, starting in July</li> </ul>	
<b>11.</b>	<b>Correspondence (if any):</b>	
	None to report.	
<b>12.</b>	<b>AOB (to be notified to the Chair prior to the meeting):</b>	
i.	<p>Children at the back of church – a questionnaire had been given out to the families who sat at the back with their children on how to best support them. There were two distinct groups, those with children too young for 252Kids and those whose children preferred to stay in church with parents. Two responses had been received - one expressing that they felt welcome, albeit embarrassed by the noise some of the toys made and the other asking whether it was possible for some bible teaching to be provided for families at the back to focus on.</p> <p>There was some discussion and reflections made:</p> <ul style="list-style-type: none"> <li>• It was hard when it was unknown who/how many would be there each week, particularly as it was rarely the same group of children each week</li> <li>• Balance was needed between a good welcome and ensuring that no-one got hurt during communion</li> <li>• It wasn't that 252Kids wasn't effective, but rather an emotional demand on children with parents having busier lives</li> <li>• The same was noted with XP3 Youth, there was the group that met on Monday evenings and a different group in church on Sundays.</li> <li>• We were in a position where resources were small and demand was growing</li> <li>• It would be a challenge to duplicate 252 teaching which was delivered to children versus a passive group at the back of church</li> <li>• Was what we had good enough to get us to January when the children &amp; families worker would hopefully start, or was there room for improvement?</li> <li>• How could we link what happened at the back of church with the front of church?</li> <li>• Should we remove the tables at the back, to encourage more active involvement in the service?</li> </ul>	

	It was decided that any changes should be left for the new worker to implement and in the interim to try to source some family friendly bible notes to takeaway, and NW to think through if there was a way to link the front and back of church.	
<b>13.</b>	<b>Dates of Next Meeting:</b> All meetings at 19:30 in Church: Thursday 24 <sup>th</sup> July Thursday 25 <sup>th</sup> September Thursday 23 <sup>rd</sup> October Thursday 27 <sup>th</sup> November	
<b>15.</b>	<b>Closing Act of Worship:</b> The meeting closed with prayer at 21:50	