

**PARISH OF ST PETER & ST PAUL TONBRIDGE  
MINUTES OF THE MEETING OF PARISHIONERS HELD ON  
MONDAY 12<sup>TH</sup> OCTOBER 2020 IN ST PETER & ST PAUL AND ON ZOOM  
AT 8.00PM**

There were 39 parishioners present in the church, and 38 participating on zoom.

The meeting was chaired by the Vicar, the Rev'd. Canon Mark Brown

1. APPPOINTMENT OF CLERK TO THE MEETING

1.1 David Robins, proposed by the Chairman, was appointed Clerk to the meeting.

2. NOMINATION AND ELECTION OF THE CHURCHWARDENS

2.1 The Chairman had received the names of Adam Calvert (*proposed by Yolanda Roberts and seconded by Mike Seaman*) and Paul White (*proposed by Ray Tanner and seconded by Jenny Hancox*).

These being the only nominations before the meeting began, the following resolution, proposed by Richard Roberts and seconded by Jean Bowring, was agreed unanimously: **"This Meeting of Parishioners held on 12 October 2020 approves the appointment of Adam Calvert and Paul White as Churchwardens."**

2.2 The Chairman thanked Mike Seaman and Adam Calvert for their service during the past year, particularly in helping to deal with the extra demands caused by the COVID 19 pandemic. Mike Seaman was stepping down after over 3 years as Churchwarden and Adam Calvert thanked him on behalf of the Parish and made a presentation. Mike Seaman reciprocated with sincere thanks, especially to all the staff team.

This meeting was closed.

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**MINUTES OF THE ANNUAL PAROCHIAL CHURCH MEETING HELD ON  
WEDNESDAY 10 APRIL 2019 IN ST PETER & ST PAUL**

Only those on the Electoral Roll could speak or vote at the meeting. The minutes of last year's meeting and the annual report and accounts had been circulated by email in advance of the meeting.

1. MINUTES OF THE 2019 ANNUAL PAROCHIAL CHURCH MEETING

1.1 These had been agreed by the Parochial Church Council (PCC) on Monday 17 June 2019. The minutes were signed as a correct record of the meeting.

2. MATTERS ARISING FROM THE MINUTES OF THE 2019 ANNUAL PAROCHIAL CHURCH MEETING AND ANY CORRESPONDENCE
  - 2.1 There were no matters arising. However there had been correspondence and instruction from the Diocese about the postponement and rescheduling of the 2020 APCM.
  
3. REPORTS
  - 3.1 The following reports had been circulated by email in advance of the meeting and are appended as Annex A to these minutes. They were also available from the Secretary on request.
    - (i) Proceedings of the Parochial Church Council  
*(Honorary Secretary PCC)*
    - (ii) Report: Fabric, Goods and Ornaments of the Churches  
*(Summary of Deputy Wardens' reports)*
    - (iii) Deanery Synod *(Deanery Synod Representative)*
    - (iv) Mission Action Group (MAG) *(MAG Chair)*
    - (v) Safeguarding Report *(Amanda Harris: Safeguarding officer)*
  - 3.2 The Chairman thanked all those whose work these reports represented. David Balcombe spoke about the refurbishments in the Parish Church, St Andrew's and St Saviour's, thanking the Parish for generous giving to the 'Building for the future' appeal which had made the work possible.

**It was proposed by Sandra Wakefield and seconded by David Balcombe, and agreed unanimously, that the reports at Item 3 above should be received.**
  
4. REPORT: ELECTORAL ROLL OFFICER
  - 4.1 Jane Mata, Electoral Roll Officer, had reported the following figures: the Electoral Roll stood at 440, comprising St Andrew (31), St Peter & St Paul (271), St Philip (63) and St Saviour (75). This compared to a total of 443 at the APCM in 2019.
  
5. ANNUAL REPORT AND ACCOUNTS 2019 AND FINANCE REPORT
  - 5.1 Under the Charities Act 1993 and the Statement of Recommended Practice: Accounting and Reporting by Charities (2005), charitable organisations with an annual turnover in excess of £250,000 were required to produce a relatively comprehensive annual report. The Parish fell into this category. This report was mainly a review of activities and achievements against Parish

objectives. It had been agreed by the Parochial Church Council who had recommended it for approval by the APCM.

5.2 The full accounts had been agreed by the Parochial Church Council and were recommended by the Council for approval by the APCM. The annual report and accounts were on the Parish website.

5.3 Les Naylor introduced his report by thanking parishioners for their generous support of the work in the Parish. He paid tribute to the team of leaders and the faithful administrators. 2019 had been a magnificent year with a surplus in the General Fund, but also a very well-supported appeal for 'Building for the Future' and continued support for the Kondoa work. He summarised the 2019 annual accounts as follows:

- (1) Total incoming resources were £607k, a rise of 18% over 2018.
  - (2) Total outgoings were £554.3k.
  - (3) 70% of income came from Parishioners, 30% from trading activities.
- He passed on his huge appreciation of all those donating and those involved in the trading activities. He had written a letter of thanks to all donors.

5.4 Total 2019 income was analysed as follows:

**Summary - Incoming Resources**

£,000	Income General	Income Funds	2019 total	2018 total
Donations and Legacies	274.2	230.0	504.2	417.6
Other Trading Activities	45.8	3.9	49.7	48.00
Investments	0.2	1.2	1.5	1.3
Income from Charitable Activities	51.3	0	51.3	46.1
Total	371.1	235.1	606.8	513.1

5.5 The movements within the Designated and Restricted Funds were as follows:

**Designated Funds -**

Main Income: Repair - £37k, Church Repair Funds - £9k.

Main Expenditure: Repair - £8k, Church Repair Fund work - £14k

**Restricted Funds -**

Main Income: Building for the Future - £62k, Youth Fund - £33k, MAG - £38k  
Kondoa - £99k

Main Expenditure: Building for the Future - £15k, Youth - £30k, MAG - £30k  
Kondoa - £120k

5.6 Expenditure was analysed as follows:

**Summary -Outgoing Resources**

£,000	Expend. General	Expend. Funds	2019 total	2018 total
Away Giving & Mission	0.0	155.5	155.5	83.5
Clergy	111.0	0.0	111.0	148.4
Other Staff	81.2	29.9	111.1	34.1
Building Costs	23.6	33.6	57.2	34.1
Utilities	30.3	0.0	30.3	28.1
Other Operational	74.2	14.9	89.1	109.4
Total	320.4	233.9	554.2	471.5

5.7 2020. He pointed out that this was an extraordinary year because of the COVID 19 pandemic and the resulting temporary closure of churches. Although regular giving had continued, trading activities and plate-giving had ceased. He reported a deficit of about £1000 at the end of September. By the end of 2020 he expected this to increase to between £5k and £10K. The shortfall could be covered from reserves. This will be put to the December PCC meeting.

5.8 2021. Les Naylor said that he was working on the budget for 2021 and will make the assumption of return to some sort of normality by the 4<sup>th</sup> quarter of 2021. This could lead to a possible deficit of £30k - £50k over the year, for which a realistic budget will be set.

5.9 He noted that two thirds of the parish's income came from those over 65 years of age. He encouraged those under 65 to address this and its consequences for the future, and those over 65 to consider arranging legacies to support the parish in the future.

5.10 His closing mantra was 'If you are not giving, you are not living'.

6. APPOINTMENT OF AUDITOR

6.1 **It was proposed by Les Naylor, seconded by Jody Nash and agreed unanimously, that Gilbert Allen & Co should be appointed as Parish auditors for 2020.**

7. NOMINATION AND ELECTION OF DEANERY SYNOD REPRESENTATIVES

7.1 Lay Deanery Synod representatives were elected this year for a 3 year term. The Parish was allocated 5 places. Jean Bowring and Jeremy King were members by virtue of being on the Diocesan Synod. Sally Musson and Helen Longley, were proposed and seconded as below.

Jean Bowring	Diocesan Synod	
Jeremy King	Diocesan Synod	
Helen Longley	<i>Prop: Jenny Macpherson</i>	<i>Sec: Patricia King</i>
Sally Musson	<i>Prop: Robin Reiss</i>	<i>Sec: Neal Charlesworth</i>

8. TO RATIFY THOSE NOMINATED BY THE CHURCHES TO SERVE AS DEPUTY WARDENS IN 2020-2021

8.1

<b>St Andrew</b>	Vacancy	Vacancy
<b>St Peter &amp; St Paul</b>	David Balcombe	<i>Prop: David Robins, Sec: Sara Thomson</i>
<b>St Philip</b>	Steve Higgs	<i>Prop: Grant Gamage, Sec: Jane Higgs</i>
	Ray Tanner	<i>Prop: Marion Evans, Sec C. Farquharson</i>
<b>St Saviour</b>	Vacancy	Vacancy

9. NOMINATION AND ELECTION OF LAY REPRESENTATIVES ON THE PCC 2020-21

9.1 The following had been nominated:

<b>Nomination</b>	<b>Proposer</b>	<b>Seconder</b>
Minnie Fraser Allen	<i>Terry Collins</i>	<i>Jenny Macpherson</i>
Robert Kidson	<i>Sara Thomson</i>	<i>Patricia King</i>
Patricia King	<i>Sara Thomson</i>	<i>Georgina Cooper</i>
Valerie Lamb	<i>Terry Collins</i>	<i>Jenny Macpherson</i>
Felicity Layton	<i>Derek Laker</i>	<i>Richard Roberts</i>
Mike Seaman	<i>Paul White</i>	<i>Adam Calvert</i>
Maxine Smith	<i>Claire Pearson</i>	<i>Steve Higgs</i>

9.2 The Chairman thanked all those who had served this year, noting the retirement of Brian Buck and Sara Thomson from the PCC.

10. FURTHER NOMINATIONS AND ELECTION OF SIDESPERSONS

10.1

St Andrew

Joan Fenner; David Fenner; Christine Howe; Susan Knight; David Merry;  
Kim Shaw, Rebecca Stokes

St Peter & St Paul

David Balcombe; Allison Brown; Caroline Buck; Pamela Calvert; Adam Calvert;  
Jason Carr; David Chadwick; Carly Chadwick; Tom Chaloner; Karen Chaloner;  
Sandy Chapman; Patricia Deerr; Maureen Gamage; Amanda Harris;  
Paul Jagger; Jeremy D King; Jeremy J King; Patricia King; Jenny Macpherson;  
Louisa Medhurst; David Moyler; Paulette Moyler; Derek Payne; Lydia Rendell;  
Juliet Roberts; David Roberts; Richard Roberts; Ted Simpkins;  
Heather Seaman; Mike Seaman; Lydia Silver; John Smalman-Smith;  
Mary Smalman-Smith; Iain Spooner; David Turner; Christine Turner; Sandra  
Wakefield.

St Philip

*[Sidespersons not nominated – St Philip has a welcome team]*

St Saviour

Bea Austin; Kwan Brenchley; Vicky Brown; Harry Burningham;  
June Burningham; Neal Charlesworth; Barry Charlton; Meiko Connolly; Phil  
Connolly; Tomiko Evans; Mary Flower; Ian Jackson; Julia Jackson; Ray  
Jackson; Kate Keast; Sally Musson; Robin Reiss; Roxanne Robins

10.2 The Chairman thanked all those who serve in this important ministry and invited any corrections to these lists to be advised to David Robins.

10.3 **It was proposed by Terry Collins and seconded by Jenny Macpherson that all those nominated in sections 7 to 10 be elected. Passed nem con.**

11. THE PARISH IN LOCKDOWN 2020

11.1 The Vicar introduced these reports by reflecting on the Year of Hospitality from April 2019 – March 2020. He noted that new members of the church were the earliest adopters of hospitality both as hosts and guests. Such new numbers had led to the development of the café and kitchen in the Parish Church, sadly not put to proper use because of the pandemic. The PCC had been reminded of the need for outward-looking hospitality by Holly Adams from the Church Urban fund.

11.2 Sally Musson reported on the Parish's activities since the national lockdown as a result of the COVID 19 Pandemic in late March 2020. In spite of our

inability to meet in person, many threads of activity enabled the body of Christ to maintain its integrity. From humble beginnings the on-line Sunday morning service grew in sophistication thanks to the technical team, and involved people across the Parish. Musicians provided accompanied songs, and eventually choir members were able to contribute to montage broadcasts of several hymns recorded individually at home. Daily reflections broadcast on Facebook and YouTube were much appreciated. For those unable to access the internet, extracts from services and a reflection were available via a phone link. Groups such as Stepping Stones and Home Groups were able to meet via 'zoom'. Youth work continued inventively on line; Holiday Club was distributed 'in a box'. Other households received 'Bags of Blessings'.

11.3 After a mammoth amount of work a list of all parish contacts was compiled, 600+ in all, and up to 70 callers maintained regular contact by phone; a helpline was established and a confidential Parish-wide prayer group was set up. As the lockdown eased in late summer there were prayer walks and prayer days, and outdoor chat groups at St Philip's and St Saviour's. Members of the parish helped with food distribution via FEAST, and an on-line Alpha course began in September. The licensing of the Rev'd. Wendy Carr as Associate Vicar took place on-line, and the parish sent Victoria Lawrence off to Ridley Hall, Cambridge to begin ordination training.

11.4 The Rev'd. Wendy Carr introduced the responses to the Vicar's initiative 'Life giving questions for a life-giving church.' She reported that she, Les Naylor and Andy Page had received over 50 responses to the questions:

- What have the last few months shown us about our own identity as individuals and as a church?
- What is God awaking in you because of all that has happened? (Some said Covid-19 might be a wakeup call)
- What shape of local church would help you better express these hopes?
- What relationships with our community need to be strengthened?
- What has God been saying to you that you feel able to express and share with others?

The responses were studied and six common threads were perceived:

1. What is Church?
2. Gathered worship
3. Community
4. Fellowship
5. Self- awareness and life balance
6. Issues – nationally and globally.

A small, wider group of parishioners is now studying the responses.

11.5 Les Naylor reported on the further work being done on the responses to the Vicar's initiative. He said that they had been asked to consider these questions for each theme

- What are we doing well?
- What should we stop doing?
- What can we improve / develop a little on what we now do?
- What requires a radical re-think or a different approach?
- What should we steer clear of / not touch with a bargepole?

He said that the next steps will be:

1. Draw some conclusions.
2. Set some objectives.
3. Identify projects and initiatives to deliver those objectives.

He envisaged this process taking the next couple of months.

## 12 CONCLUSION

12.1 The Vicar encouraged the parish members to hold God's call in their hearts: 'the one who has called you is faithful, and he will do it.' (I Thess. 5 v 24). He himself had been encouraged recently by encounters in which he had been reminded of the importance of individuals in maintaining others' faith. He asked members to stay faithful and stay fruitful, and to encourage those around them.

## 13. ANY OTHER BUSINESS

13.1 There was none.

The Rev'd. Canon Mark Brown closed the meeting in prayer at 9.30pm.

CHAIRMAN

## APPENDIX A

### PARISH OF ST PETER & ST PAUL TONBRIDGE

**with St Andrew, St Philip and St Saviour**

## **ANNUAL PAROCHIAL CHURCH MEETING MONDAY 12<sup>TH</sup> OCTOBER 2020**

### **REPORTS**

- **Proceedings of the Parochial Church Council**
- **Fabric, Goods and Ornaments of the Churches**
- **Tonbridge Deanery Synod**
- **Mission Action Group**
- **Safeguarding Report**

### **REPORT ON THE PROCEEDINGS OF THE TONBRIDGE PAROCHIAL CHURCH COUNCIL 2019-2020**

The PCC has met 8 times during the extended year from April 2019 – Oct 2020 (including the meeting held immediately after the 2019 APCM). Most members have attended regularly during the year with a good proportion registering 100% attendance. There were two resignations from the PCC during the year. The meeting scheduled for March 2020 was cancelled owing to the Covid-19 restrictions. Reports for that meeting were received by the Secretary. The APCM, scheduled for April 2020, was postponed until October 2020. The PCC meeting in May 2020 was held over Zoom, but the meeting in September 2020 was held, socially distanced, in the Chancel of the Parish Church. The Standing Committee continued to meet in each month, apart from April 2020, either over zoom, or face to face. During the course of the year Sally Musson relinquished the role of Secretary, a position she had held for many years. David Robins replaced her in November 2019.

Some of the specific issues which the PCC focussed on during the year included:

- The first visit to Kondoa by a group of young people from the Parish, and regular reports from the Kondoa committee.
- Reports on 'Building for the Future': development at St Andrews (utilities), St Peter & St Paul (tower and kitchen area) and St Saviour (lighting and tree removal)

- Vision and direction for the Parish, 'Hospitality'
- Annual report and accounts 2019.
- Presentations from the Rev'd Wil North, Rector of St Margaret's Barming, and the Diocesan Sports Ambassador; and from Holly Adams of the Church Urban Fund
- Operations during the Covid-19 pandemic lockdown

In addition normal business included items such as:

- Regular feedback and updates from the Rev'd. Canon Mark Brown on Parish activities.
- Reports from the Mission Action Group and approval of the allocation of the tithe.
- Regular financial reports and discussions
- Regular updates on matters concerning safeguarding and General Data Protection Regulations (GDPR) and safeguarding training for all members of the Council
- Reports on the youth and children's work.

Thanks to all the PCC members for their service and support.

These are just a few of the matters addressed and discussed.

If anyone would like further information at any time on PCC discussions etc please contact the Secretary ([davidrobins@blueyonder.co.uk](mailto:davidrobins@blueyonder.co.uk) 07811 467 251)

*David Robins*

*PCC Secretary*

## **REPORT ON THE FABRIC, GOODS AND ORNAMENTS FOR THE PARISH FOR TONBRIDGE 2019 - 20**

These versions of the reports provided by the Deputy Wardens and others edited to cover only the fabric, goods and ornaments issues for 2019-2020 which are required to be reported to the APCM. Thanks here to the Deputy Wardens and all involved in the upkeep of the four churches, especially those who have been helping where there are currently no Deputy Wardens in post.

### **St Andrew**

- Connections have been made to main drainage & water.
- The toilet area has been refurbished and a new kitchen has been installed at the rear of the church and cupboards have been relocated.
- All the main lights in the church have been replaced with LED bulbs.
- Parts of the roof and gutter have been repaired.
- An external light has been installed above the main entrance.
- The paving has been re-laid outside the front of the church.
- New notice boards have now been installed.

## **St Peter & St Paul**

### Fabric

- A defibrillator has been fitted to the side of the boiler house near the tower door.
- The new accessible toilet has been installed.
- The ground floor kitchen has been enlarged and completely refurbished.
- The youth office has been redecorated and a new carpet and lighting installed.
- Wall lighting to the coffee area has been upgraded.
- All the toilets have been fitted with new hand-dryers and PIR lighting.
- A new external glazed door has been installed to the church centre.
- The churchyard team still meet on the second Saturday of the month a team to keep the churchyard in good order.
- Ongoing maintenance to the boilers for the church heating systems has been carried out. Currently one boiler is not working.

### Goods & Ornaments

- Both the organ and the piano have been tuned.
- The new downstairs kitchen has been fitted with a new dishwasher, fridge/freezer and cooker.

### Future proposals

Items included in 'building for the future' still to be carried out:

- The installation of the integrated fire alarm system.
- The provision of a handrail to the steps and roof of the tower (subject to DAC approval).
- The upgrading of the electrical panel.
- Replacement and upgrading of AV equipment.
- The quinquennial report for the church had been received which will require some works to be carried out during the year.

## **St Philip**

### Fabric

- Following a recent leak, repairs were undertaken to the roof and gutters on both sides near the front entrance of the main hall.
- A working party met after a morning service to clear out the loft.
- Several minor DIY jobs have been carried out – light bulb replacement, carpentry and painting tasks
- Service contracts continue for the boiler systems in the kitchen and toilets
- Julie Robertson continues to maintain a high standard of cleanliness in the building and Jane Mata oversees the relevant administration.

### Goods and Ornaments.

- 80 new chairs were purchased to replace those over 25 years old with thanks to those who made a financial donation.

### **St Saviour**

- The removal of the last of the original trees along the south side of the church.
- The upgrading of the lighting within the main body of the church with LED fittings.
- The purchase of a new lectern.
- The donation of two flower stands in memory of Betty Sanders.

## **TONBRIDGE DEANERY SYNOD REPORT 2019-2020**

A year of two halves in many ways as we ended it in lockdown due to the coronavirus pandemic and meetings were cancelled or postponed as a result.

In September at a service in St Mary's Chiddingstone, the Revd Bill Macdougall was licensed as Associate Priest of Chiddingstone with Chiddingstone Causeway and Revd Tom Holme was installed as Priest-in-Charge of Chiddingstone with Chiddingstone Causeway, whilst remaining Rector of Fordcombe and Peshurst.

- The May Deanery Synod was held in Holy Trinity Church Mark Beech. Amanda Hedger spoke about the Tonbridge Counselling Service and its work and courses. This was followed by a short business meeting
- At its meeting in October in St John the Baptist Church Peshurst, the Synod enjoyed an interactive presentation from Mike Harrowing and Pip Maynard from High Hopes. This was followed by a short business meeting
- The Synod was privileged to receive an excellent presentation at its Saturday morning meeting at the end of January from the Bishop of Maidstone, the Rt Revd Rod Thomas. He spoke about the Church of England and its future from the viewpoint of a conservative evangelical. This was followed by a short business meeting
- The Deanery Clergy Chapter and the Standing Committee have met during the year.

*Sally Musson*

*Deanery Secretary*

**TONBRIDGE PARISH CHURCH (the "PARISH")  
MISSION ACTION GROUP ("MAG") ANNUAL REPORT**

## APCM 2020

This report describes the activities of MAG undertaken in the 12 months following the APCM in April 2019 and it is broken down into the following sections:

1. Highlights and key developments of the Parish's mission partners ("MPs")
2. Governance
3. Breakdown of distributions

At the outset I would like to express thanks to those parishioners who participate in MAG and also to the wider congregation for their ongoing support.

Paul White  
MAG Chair

### 1. Highlights and key developments of the Parish's MPs

This section briefly describes the main activities of our MPs in the past 12 months and the interactions that the Parish has had with them.

#### St Peter & St Paul – Hope For Justice (formerly known as Retrak)

- Retrak merged with the anti-slavery charity Hope for Justice, to reduce management and support costs, to share expertise and to improve both charities' impact on human trafficking.

#### St Philip – High Hopes

- High Hopes (The Tonbridge Children's Workshop) became the new MP during the year.
- High Hopes visited St Philips on 6 October 2019.
- A fund-raising barn dance was held on 31 January 2020.

#### St Andrew – Lawrence Barham Memorial Trust ("LBMT")

- LBMT continues to support the development of the Anglican Church in Cyangugu Diocese in Rwanda.
- Current projects include the construction of housing for pastors in their respective parishes and improving the facilities at St Matthew's School in Cyangugu.
- Bishop Ken Barham has visited the Parish twice in the past year. Firstly, an informal visit to St Andrews and secondly, he preached at the family service at St Peter and St Paul on 27 October 2019.

#### St Saviour – the Gelsthorpe Family

- The Gelsthorpes are based with another missionary family in Hanamaki a city in northern Japan.

- The family returned to the UK for a home assignment in 2019 and during their time in the UK they visited St Saviours in July to speak about their mission and to meet the congregation. They also ran a youth event.
- They returned to Japan in January 2020.
- At present they have no dedicated church building in Hanamaki. Their congregation meets in the home of the missionaries there. They are raising funds to build a dedicated church building.

#### Parish wide - Langham Partnership

- Continues to provide training and support for clergy and scholars.
- Particular projects over the past 12 months include
  - Training in Eastern Europe and Mongolia
  - Production of a Bible commentary in Arabic.

#### Parish wide – Kondoa

- 2 sets of distributions are made, one to assist general funding for the diocese in Kondoa. The second (which is for review in September 2020) is to support the development of the kindergarten.
- Our youth assisted with teaching in the kindergarten in August 2019.
- Bishop Given’s daughter visited the parish in 2019 while she was in the UK for work experience at Pembury Hospital.

## **2 Governance**

The PCC has established Terms of Reference for MAG which set out what the Parish aims to distribute and the criteria covering such distributions. 10% of general donations received by the Parish are tithed (the “**Tithe**”) for this purpose. Of the Tithe, 80% is earmarked for MPs and 20% for other donations.

MAG meets on a quarterly basis and comprises representatives from each Church, a secretary, a treasurer and the Parish’s Training and Opportunities Grants Scheme (“**TOGS**”) co-ordinator. Minutes of MAG meetings are available for inspection from the PCC Secretary and the MAG Chair.

In the past year, the PCC approved two changes to governance arrangements related to MAG. It delegated authority for approving donations to MAG, with all such decisions noted to PCC. Secondly, the Parish Standing Committee now approves grants from TOGS.

In respect of our link with Kondoa, there is a group of parishioners (“**Friends of Kondoa**”) who meet to co-ordinate and plan our efforts. The Friends of Kondoa also liaise with the Diocese of Rochester Kondoa Companionship Group.

## **3. Breakdown of contributions**

Since the date of the last APCM, distributions have been made to MPs in the following amounts

<b>Mission Partner</b>	<b>Amount</b>
Retrak/Hope For Justice	£3,400
High Hopes	£3,400
LBMT	£3,400
The Gelsthorpe Family	£3,400
Langham Partnership	£3,400
Kondoa	£3,400
Kondoa - kindergarten	£3,400
<b>TOTAL</b>	<b>£23,800</b>

In addition to the above, since the date of the last APCM, donations have been made from the Tithe to the following charities/beneficiaries

<b>Charity/beneficiary</b>	<b>Amount</b>
Open Doors	£350
Kent Community Domestic Abuse Programme	£350
Ubaku U Rwanda	£1,450
Church Urban Fund	£1,000
Hospice in the Weald	£250
Neighbourhood Prayer Network	£500
Prison Fellowship	£500
Christian Blind Mission	£500
Mercy Ships	£500
Mind Solace	£250
Tonbridge Counselling Service	£250
<b>TOTAL</b>	<b>£5,900</b>

No transfers have been made to the Pastoral Reserve in the past year.

## **TONBRIDGE PARISH CHURCH**

### **Safeguarding report for extended (due to Covid-19) year 2019-2020**

The Parish of St Peter and St Paul Tonbridge take our collective responsibility for safeguarding those most vulnerable in our community seriously. We are working towards full compliance with safeguarding requirements laid down by the Diocese of Rochester. Plans to achieve the change in safeguarding training requirements that came in in 2019 have been affected by the COVID-19 pandemic. The PCC and

safeguarding Team remain committed to achieving full compliance in a timely manner with support from the diocese.

The safeguarding team include our incumbent Mark Brown, Safeguarding Officer Amanda Harris and all those in leadership roles (Employed or Voluntary) across the four churches in our Parish.

All policies in relation to Safeguarding children and vulnerable adults used in the Parish are those of the Diocese of Rochester (1).

In 2019 a safeguarding risk assessment was undertaken for the Parish and changes made accordingly. Recent improvements include:

- The PCC has adopted the 'Promoting a safer Church safeguarding policy statement for Children, Young People and Adults.
- The prominent displaying of 'Promoting a safer Church' posters to highlight to all church members our collective responsibility and provide details of who to contact if there are concerns. These were additionally displayed in all toilets across the parish to enable people to access these details in private.
- Safeguarding Tab on our website.
- Permission given by the Diocese for Amanda Harris (Parish Safeguarding Officer) to deliver basic awareness and foundation Training within the parish for those who's learning preference is face to face. Several sessions were run including an age appropriate session for the Youth travelling to Kondoa.
- Increasing the number of people able to process DBS checks as part of safer recruitment.

The small number of incidents that have occurred in relation to safeguarding since the last AGM have been managed by the parish Safeguarding Team with support from the diocese and relevant community support for individuals involved. No Incidents have met the threshold criteria (2) for referral.

Moving forward: The Diocese is aware of our training requirements. They have adapted to the challenge of COVID-19 with the provision of online Leadership training via Zoom. This is booked up into next year so those who require this training are requested to refresh their knowledge using the online modules, Basic and Foundation (3) if not undertaken in last 3 years and book onto training as it becomes available.

Amanda Harris  
Parish Safeguarding Officer 8/10/2020

1. <https://www.rochester.anglican.org/safeguarding/guidance-safeguarding/>

2. [https://www.kscmp.org.uk/\\_data/assets/pdf\\_file/0004/109741/Support-Levels-Guidance-Sheet-2020-Final.pdf](https://www.kscmp.org.uk/_data/assets/pdf_file/0004/109741/Support-Levels-Guidance-Sheet-2020-Final.pdf)

3. <https://safeguardingtraining.cofeportal.org/>