

PARISH OF ST PETER & ST PAUL TONBRIDGE

MINUTES OF THE PAROCHIAL CHURCH COUNCIL MEETING HELD ON MONDAY 6 September 2021 IN THE PARISH CHURCH AT 8.00 pm.

Public version

PRESENT: David Balcombe; Jean Bowring; Brian Buck; Adam Calvert (*Churchwarden*); the Rev'd. Wendy Carr (*Associate Vicar*); Dianne Dartnell; David Farquharson; Steve Higgs (*from item 6*); Jeremy King; Patricia King; Susan Knight; Helen Longley; Alison Minton; Sally Musson; David Robins (*PCC Secretary*); Ray Tanner (*Treasurer*); Paul White (*Churchwarden*).

Adam Calvert in the chair.

Patricia King opened the meeting with a reading from James 1 vv 19 - 27, and prayer.

1. Apologies for absence: Robert Kidson; Felicity Layton

2. **MINUTES OF THE PAROCHIAL CHURCH COUNCIL MEETING on MONDAY 21 JULY 2021.**

These were approved as a correct record of the meeting and signed by Paul White, the Chairman for that meeting.

3. **MATTERS ARISING FROM THE ABOVE MINUTES.**

(i) Item 9(i). Adam Calvert thanked those PCC members who had volunteered help in various areas and said that he would be in touch with further details.

(ii) Item 9(ii). Financial Liability and Trustee eligibility forms. The secretary noted that a small number of members had yet to sign and return their forms to him. He would remind them individually.

4. **YOUTH AND CHILDREN'S WORK.**

A written report had been received from Andy Page and circulated to members that morning. (*Appendix 1*). It was noted that attendance at summer events had been disappointing, although those who had attended had enjoyed activities such as the barbeque and Worship in the Wild. Although plans were in place for groups to start on Sunday 12 September, there was no indication of how many would attend. It was hoped that there would be a team to support Andy now that Emily Speed had moved on to High Hopes. The need for a clear vision to encourage such a team was expressed. A Grub meeting for 10 had been arranged at the Balcombe's house for 12 September. The council was urged to pray for more encouragement for the young people in the parish.

5. **CORRESPONDENCE.**

The Secretary reported the receipt of a hard copy of the 2020 Quinquennial Report on the Parish Church. This was passed to David Balcombe, as deputy warden. A copy of the August 2021 Quinquennial Report on the Vicarage had also been received and was passed to Ray Tanner.

6. **FINANCE and TREASURER'S REPORT**

(i) **Figures to the end of August.** (*Appendices 2 & 3*) Ray Tanner provided copies of the latest income and expenditure figures and the summary of funds, which had been presented to the Finance Committee earlier in the day. He said that he anticipated that the income and expenditure for 2021 would be in balance, as we were not paying for Emily Speed for the last four months of the year, nor the full salary for the Vicar, and income from weddings and funerals were added to our funds during the interregnum. However he warned that the cost of redecoration, carpets etc. of the Vicarage was yet to come. The possible cost of a lease on the Coach House was also unknown at present

7. **SAFEGUARDING.**

Paul White made two points:

- (i) **Appointments.** The appointments approved at the last PCC meeting had been passed to the Diocese and actioned by them.
- (ii) **Safer Recruitment.** Paul reported that he was due to meet with Andy Page about the Safer Recruitment process for those helping with the Youth and Children's work.

Adam Calvert said that, thanks to work by Patricia King, some progress had been made in creating role descriptions for parish volunteers, but that creating and recording these descriptions is a large task which will take several months to conclude.

8. **DATA PROTECTION.**

Draft data protection policy and privacy notices. These had been circulated to the Council in advance (*Appendices 4, 5, 6, 7 and 8*). Adam Calvert reported that the privacy notice on the parish website needed updating and that a privacy notice for role holders needed to be circulated. The drafts of the notices which had been circulated followed substantially the forms recommended by the Diocese. The privacy notices were adopted, subject to appropriate modifications, and arrangements would be made for the general notice to be added to the website. The draft data protection policy and data breach reporting process and consent forms would be considered at the next meeting. Jeremy King offered to advise and make suggestions in writing regarding IT data security measures before the next Council meeting.

9. **UPDATES AND FEEDBACK.**

(ii) **The Vicarage.** David Balcombe reported that the Diocese would fund work agreed with Ben Thorndike covering a new kitchen, sanding the floors and upgrading the bathrooms. Once this is complete the parish could proceed with redecoration. However he pointed out the necessity for the diocesan work to be finished as soon as possible.

(iii) **Autumn services.** Wendy Carr explained that St Andrew, St Philip and St Saviour were only allocated one morning service a month because of the shortage of personnel to staff more than two services simultaneously. She noted that there were now more opportunities to attend Holy Communion services, and encouraged members of St Andrew's Church to consider attending the parish church or St Saviour's for a Communion service. Service allocation will be an ongoing conversation with the new Vicar as we explore sustainable patterns of worship across the parish, she said.

(iv) **Eco-church award application.** Helen Longley reported that several parishioners had been involved in completing the substantial survey from A Rocha. (See previous minutes) The registration fee had been paid and the application for a bronze award submitted. Adam Calvert reported that A Rocha had acknowledged the application and would respond in a few weeks after they had scrutinised it. Helen said that her group would meet again to look at further suggestions for practical change in the parish.

(v) **Overview of parish systems and administration.** Paul White referred to the paper which had been circulated (*Appendix 9*). He noted that there were significant issues to be dealt with and would welcome any help with the work from parishioners.

(vi) **Associate Vicar item – pastoral and outreach matters.** Wendy Carr drew the council's attention to six areas in which she and members of the parish were involved:

(a) Pastoral care survey: Wendy was meeting with all taking funerals, those involved with baptism families and other pastoral matters in order to confirm role descriptions, safeguarding and DBS checks as we move forward.

(b) Outreach: Wendy had been approached by the Ember community interest company with a view to using St Philip's building for their engagement with local young people. They have had funding through the KCC 'Reconnect' scheme, and are having conversations with the Ember Trust.

(c) Alpha Course: wider advertising of the current course, which begins online on 7 September was intended.

(d) St Saviour's garden: work continued to develop the space around St Saviour with the involvement of members of the local community and local schools.

(e) Open House: planning is underway for reopening this important engagement with the community round St Philip.

(f) Community involvement: Wendy is meeting with Matt Boughton, who is Leader, Tonbridge and Malling Borough Council and Councillor for Medway Ward, to investigate the potential for where community engagement might be of most value, and the Rev'd. Mark Barker, Vicar of St Stephen, to explore working collaboratively across the town.

10. DEANERY.

(i) **Deanery Synod:** Sally Musson announced that the next meeting would be on 14 October and would be addressed by Cheryl Trice, the Diocesan Youth and Children's ministry adviser.

(ii) **Licensing:** Sally Musson also announced that the Rector of the newly created benefice of Peshurst, Fordcombe and the Chiddingstone churches was to be licensed on 16 September 2021.

11. **MINUTES OF THE STANDING COMMITTEE MEETINGS ON MONDAY 26 JULY AND 23 AUGUST.**

These had been circulated and were noted.

12. **ANY OTHER BUSINESS.**

St Andrew's Church. Susan Knight said that the congregation of St Andrew's was keen to use the new kitchen facilities to reach out to those using the nearby footpaths. She suggested that there could be a walking group starting from St Andrew's either in the morning or afternoon at a set time which could be advertised across the Parish. This would include a walk around the fields down the side of the Church and possibly round the lake - and then return to Church for refreshments. Jeremy King offered his help in providing a sign for Ride and Stride.

13. **Date of next meetings:**

Standing Committee: Mon 20 September, Mon 8 Nov 2021

PCC: Monday 4 October 2021

The Chairman closed the meeting in prayer at 9.55 pm.