

PARISH OF ST PETER & ST PAUL TONBRIDGE
MINUTES OF THE PAROCHIAL CHURCH COUNCIL MEETING
HELD ON MONDAY 4 October 2021 IN THE PARISH CHURCH AT 8.00 pm.

PRESENT: David Balcombe; Jean Bowring; Adam Calvert (*Churchwarden*); the Rev'd. Wendy Carr (*Associate Vicar, in the Chair*); Dianne Dartnell; Robert Kidson; Jeremy King; Patricia King; Susan Knight; Alison Minton; Sally Musson; David Robins (*PCC Secretary*); Ray Tanner (*Treasurer*); Paul White (*Churchwarden*). Andy Page (*Youth and children's minister*) for item 2.

The Rev'd. Wendy Carr in the chair.

Sally Musson opened the meeting with a reading from James 3 vv 13 - 18, and prayer.

1. Apologies for absence: Brian Buck; David Farquharson; Steve Higgs; Felicity Layton; Helen Longley.
2. **YOUTH AND CHILDREN'S WORK.**

Andy Page, the Youth and Children's minister, gave a report on the current and future work.

(i) Current provision. (a) Sundays. Encouraging re-engagement with some families, with an all-age service on the 1st Sunday of the month, and 'Altogether now' group for up to 14 children on the 2nd and 3rd Sundays. Worship in the Wild has continued to be popular at 3.00 pm on the 4th Sunday. On Christmas Eve 'Nativity in the Wild' is planned with live animals. The creche has restarted, which had enabled more families to return to church. Refresh had moved its time of meeting to 5.45 pm so that its members can attend the 5.00 pm service first. There is a shortage of leaders for Refresh.

(b) Midweek. Teddies and Tiny Acorns have restarted and are back to previous numbers, meeting in the parish church. Grub, for older teenagers, meets on Tuesday evenings.

(ii) Short term goals. (a) For children and young people. Out of 70 families with whom we had contact before the pandemic, only 20 have returned to involvement. Andy Page said that he intended to make personal contact with the remaining 50 families before the October half term with an invitation to rejoin us. A 'Light Party' was planned at St Saviour's Church jointly with St Stephen's church for 31 October.

(b) For parents and parent figures. An 8-session course – Parenting for Faith – had begun with a small group this Sunday. Andy promised to provide evaluation and feedback after the course. It is hoped to repeat it in the spring of 2022.

(iii) Future Goals. (a) Build a larger team of volunteers.

(b) Improve the work with other churches in the town. During the pandemic a

number of Youth and Children's workers in the town have moved away, making cooperation more difficult.

(iv) Challenges. Recruiting more volunteers and re-engaging with families were the biggest challenges.

In response to questions Andy said that the families and children involved were from across the parish, not just from the Parish Church congregation. He said that personnel shortage meant that only Worship in the Wild could be staffed on the fourth Sunday of the month. The only fifth Sunday before Christmas is 31 October, on which the 'Light Party' for primary school-aged children would be held. The parish needed to pray and encourage potential volunteers to help in this important work. *(Andy Page left the meeting)*

3. MINUTES OF THE PAROCHIAL CHURCH COUNCIL MEETING on MONDAY 6 SEPTEMBER 2021.

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

4. MATTERS ARISING FROM THE ABOVE MINUTES.

(i) from item 9(iv) Eco Church application. Adam Calvert reported that nothing further had been heard for A Rocha following the application from the parish. Ray Tanner said that it had been decided to begin work on making our buildings environmentally sound with the Parish Church. Wendy Carr said that she intended to meet with Helen Longley and Kerry Reichenmiller in order to see how we can pass on practical advice on 'going green' to parishioners through the website.

(ii) from item 9(vi)(b) Ember Community Interest Company. Wendy Carr reported that conversations with Ember CIC are ongoing, and that references and DBS checks are awaited. She repeated that Ray Tanner had agreed a trial period with them at St Philip's until Christmas.

5. CORRESPONDENCE.

There was none to report.

6. FINANCE and TREASURER'S REPORT

(i) Figures to the end of September 2021. *(Appendices 1 & 2)* Ray Tanner provided copies of the latest income and expenditure figures and the summary of funds. He said that income was showing a downward trend as expected (from envelope and plate giving) but this was

compensated by income from weddings and funerals. This income only applies this year; the diocese will receive that income next year. Expenditure was also down mainly due to the departure of Emily Speed and the lack of expenditure on visiting speakers and outreach. However he noted that there tends to be a lot of catching up on expenditure during the last few months of the year.

(ii) **2022.** The coming year will be a challenge financially because of parishioners moving away from the parish, but the finance team and committee are working on the situation. Their aim is to give our new Vicar the best start to his ministry unencumbered by financial restrictions. In the new year we will need to bring together the clergy, treasury, PCC and all of our four congregations to tackle potential shortfalls and awareness of the financial situation.

7. ADMIN STAFF.

Paul White proposed, and Patricia King seconded a motion to extend Kerry Reichenmiller's contract:

'This Parochial Church Council approves the extension of the contract of employment with Kerry Reichenmiller from 6 November 2021 to 29 April 2022'.

This motion was passed unanimously.

8. SAFEGUARDING.

(i) Paul White noted that Greg Barry, the Diocesan Safeguarding Lead, would be visiting the parish on the coming Sunday 10 October 2021, and would be speaking at the 10.00 am service in the Parish Church.

(ii) Paul White reported that, in 2022 the safeguarding training of about 50 parishioners will expire at some point. He said he would discuss how best to tackle refresher training for this number of people with Amanda Harris.

9. ST SAVIOUR EXTERNAL WORK.

Following discussion over the past year about how to use the grounds at St Saviour's church more effectively for community outreach and development, the following resolution was passed unanimously:

'This Parochial Church Council resolves to petition for a faculty to lay a small area of paving to the side of the main drive at St Saviour's Church.'

Proposed by David Balcombe and seconded by Sally Musson.

10. DATA PROTECTION.

(i) **Data protection policy.** After discussion at previous meetings and with individuals, Adam Calvert proposed the approval of the third version of the Parish Data Protection Policy. (*Appendix 3*) He said that, once approval had been granted, further work on data protection in the parish could begin. The resolution below was seconded by Jeremy King and approved unanimously:

‘This Parochial Church Council approves the Parish Data Protection Policy, v3’

(ii) **Management of data in the parish IT system.** Jeremy King had previously circulated a document outlining the principles of the protection of data on the parish system. (*Appendix 4*) The existence of the ‘SharePoint’ site for parish files was noted. It was pointed out that all parish financial information was stored separately from this site, and only 3 people have access to the information which is backed up weekly. It was agreed that further discussion was needed to agree the details for further action.

(iii) **Privacy Notices.** The Privacy Notice for Role Holders had been circulated with the agenda (*Appendix 5*). Adam Calvert said that work was being done to identify all role-holders in the parish so that they could be supplied with this notice. PCC members had all received it. The privacy notice for non role-holders had already been placed on the website.

(iv) **Data Protection Lead.** Adam Calvert emphasised the need for a parish data protection lead who, with the authority of the PCC, would deal with breaches of data protection. A volunteer was needed for this role and the Council was asked to think and pray about it. Adam Calvert confirmed that a draft data breach reporting process had been circulated to the PCC and this set out examples of the types of data breach which need to be avoided as well as highlighting aspects of the role for which a data protection lead is required.

Wendy Carr thanked Adam Calvert and Jeremy King for their work on data protection.

11. MISSION ACTION GROUP.

The minutes of the MAG meeting 13 September 2021 had been circulated and were noted. (*Appendix 6.*)

12. **ASSOCIATE VICAR'S SLOT.**

Wendy Carr thanked the PCC, at its last meeting before the new vicar arrived, for all its work during the pandemic and the vacancy. She noted that covid and the vacancy had created many changes and it was helpful to acknowledge that change can feel unsettling. Naming this and being open and honest can give the opportunity to look forward and not back with a longing to simply 'return to normal'. She encouraged anyone who wished to to talk things through.

13. **UPDATES AND FEEDBACK.**

(i) **New Vicar.** Paul White announced that there were ongoing discussions between Ben Thorndike, the churchwardens, the area Dean and the Bishop of Tonbridge over the liturgy for the Institution and Induction service at 7.30pm on Wednesday 8 December 2021. Issues of seating and capacity were being addressed and invitations were being worked on by Jane Higgs and Yolanda Roberts.

(ii) **Vicarage.** David Balcombe reported that he had visited the Vicarage recently and was encouraged by the progress of work on the interior of the building, including the kitchen. Preparation for internal decoration would happen soon and the building should be ready for occupation by mid-November 2021.

14. **DEANERY.**

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

15. **MINUTES OF THE STANDING COMMITTEE MEETINGS ON MONDAY 20 SEPTEMBER.**

These had been circulated and were noted.

16. **ANY OTHER BUSINESS.**

(i) **PA audibility in the parish church.** Wendy Carr said that she was aware of the issues with sound and will be considering ways of improving audibility particularly for the 10am hybrid service. Feedback for this will be shared with the audio team.

17. CONFIDENTIALITY.

18. Date of next meetings:

Standing Committee: Monday 8 Nov 2021

The meeting closed with the Grace at 9.58 pm.