

**PARISH OF ST PETER & ST PAUL TONBRIDGE  
With St Andrew, St Philip and St Saviour**

**ANNUAL PAROCHIAL CHURCH MEETING  
SUNDAY 10 MAY 2026**

**REPORTS**

- Proceedings of the Parochial Church Council (PCC)
- Fabric, Goods and Ornaments of the church buildings
- Tonbridge Deanery Synod
- Mission Action Group (MAG)
- Safeguarding Team

**REPORT ON THE PROCEEDINGS OF THE  
ST PETER & ST PAUL TONBRIDGE PAROCHIAL CHURCH COUNCIL  
May 2025-April 2026**

The PCC, comprising 21 members (with one resigning during the year), has met 10 times during 2025-26. Attendance at meetings has generally been very good. The Standing Committee has continued to meet regularly between PCC meetings with its minutes being received by the PCC.

The focus for this year was the implementation of the parish review report recommendations following the PCC decision at its meeting on 31 March 2025, where it reviewed its decision in principle made in January and February 2025 on the external (John Truscott) report recommendations, including the transition to a new service pattern. At its meeting on 22 September 2025, the PCC agreed the service times for the four new congregations: 8.00am St Peter & St Paul; 10.00am St Saviours; 10.30am St Peter & St Paul; 5.00pm St Philips. A special confidential meeting was held on 2 September 2025 with the Archdeacon of Tonbridge to enable him to hear the views of all PCC members regarding the parish review process and the PCC decision. Following consultation with the Bishop of Rochester the PCC subsequently agreed to monthly Sunday worship at St Andrew at 3pm. The parish review covers many more areas of church organisation, ministry and mission, but the review of congregational structure and service pattern has been most in the spotlight over these past two years.

Safeguarding update was high on the agenda of every PCC meeting, including the working through together of case scenarios. The PCC has been kept informed of developments in the wider Church of England. It has been regularly updated on the financial position of the parish and agreed the budget for 2026. The PCC has also been involved, as appropriate, in discussion of, and decisions on, the future of the vicarage garden, Coach House and car park. It agreed the appointment of Alison Minton as Electoral Roll Officer.

Sally Musson

PCC Secretary

## **REPORT ON FABRIC GOODS AND ORNAMENTS**

### **St Peter and St Paul**

Installation of solar panels was completed and subsequently a battery was added.

These are now providing ongoing savings to the church's energy costs.

Replacement of Velux windows in Upper Lounge has been completed.

Re-pointing of the walls and tower was completed during the year.

Replacing light bulbs with LEDs to improve energy efficiency, making use of a grant from the Diocese.

Ongoing repair and maintenance.

Maintenance of the churchyard has continued by the team which meets monthly.

### **St Andrew**

No change in fabric and ornaments.

### **St Philip**

No change in fabric and ornaments.

There are plans to upgrade the AV.

Ongoing repair and maintenance, including to the front door.

### **St Saviour**

The only changes that have occurred are the installation of 'Fire Exit' signs and the addition of a larger, safer base to the lectern.

Otherwise there has been maintenance on the heating system (new sensor in the boiler house), the upstairs WC (new cistern), and the guttering and down pipes have been cleared.

Quinquennial inspection took place on 17 April 2026.

We would like to record our thanks to Lorraine and Julie on their retirements during the last year, both having given more than 20 years of service cleaning our buildings.

David Balcombe and Mike Talbot

Churchwardens

## **TONBRIDGE DEANERY SYNOD REPORT 2025-2026**

The Deanery Synod has met twice since the report to the 2025 APCM. At its meeting at St John's Hildenborough in October 2025 it heard an engaging talk by Zara Rawlinson, the Diocesan Racial Justice Officer, describing the scope of her work and some of her personal experiences. The Synod also received reports from General Synod, the Diocesan Synod and shared good new stories from around the parishes.

Unfortunately, the February Synod meeting was scheduled on the same day as the Diocesan Synod and thus there were a number of absences. In addition to the usual standard reports St Peter & St Paul Edenbridge gave a presentation on their journey to achieving the Rocha Gold award.

Do continue to pray for Tonbridge Deanery, especially for those parishes in vacancy, for the Area Dean and for roles to be filled.

Thanks to our Deanery Synod representatives: Jeremy King, David Mote, Sally Musson, David Robins and Sara Thomson whose three year term ends at the APCM 2026. Following the revision of our Electoral Roll our number of representatives on the Deanery has reduced to four. These will be elected at the APCM.

Sally Musson

Deanery Synod representative

### **MISSION ACTION GROUP (MAG) REPORT**

The MAG team have met every quarter to pray, to discuss and to allocate the parish tithe from our regular giving to our mission partners. Our mission partners are High Hopes, The Langham Partnership, Bishop Ken Barham and his work in Rwanda, OMF – Mark & Sarah Gelsthorpe in Japan and two sources in Kondoia – Bishop Given to enable him to travel around the diocese and the Bible College in Kondoia. We have regular updates from our mission partners which we try to pass on to the church members.

The last quarter of the year enabled MAG to give one-off donations to a number of other mission causes as well as our mission partners, these included Freedom Camps, Biblical Counselling UK, Crosslinks, Jews for Jesus and Faith in Kids. We also made a one-off donation to a special cause highlighted by our diocese to counter real difficulties caused by drought in the Kondoia region in Tanzania.

The team are in process of updating the MAG posters in each of the church buildings

David Balcombe

Mission Action Group Chair

### **SAFEGUARDING REPORT**

At the PCC meeting following the APCM 18<sup>th</sup> May 2025 'The Parochial Church Council unanimously adopted the House of Bishops' 'Promoting a Safer Church' Policy.'

#### Parish safeguarding team

The safeguarding team have continued to meet throughout the year, supporting the ministry of the church and linking with the Diocesan Safeguarding Team as appropriate.

The role of the safeguarding team is more functional, to provide accountability and support in terms of policies and practices within the church. Individual safeguarding cases only involve those necessary on a case-by-case basis, often guided by the diocesan safeguarding team.

In October 2025 the Minister for Seniors joined the team. The team members are now Parish Safeguarding Officer (PSO), Vicar and Associate Vicar, Minister for

families, Minister for Seniors and Lead Recruiter. The Parish and Finance Administrator provides administrative support.

### Parish reorganisation

Work has continued throughout the year to identify what roles require safer recruitment and what level of training and checks are required for each role. More recently the structure chart for church ministries and services has been a helpful tool in enabling us to begin to set a robust framework and clear pathways for safeguarding and safer recruitment and people management in all areas of church life.

### Training and DBS (Disclosure & Barring Service)

We are working hard to achieve full compliance of training, reminders are issued to role holders throughout the year to ensure that training and DBS checks, where appropriate, are kept up to date.

### Parish Safeguarding dashboard

This is a compliance monitoring tool set up by the Church of England. Summaries are circulated to the PCC periodically as part of the safeguarding agenda item at each PCC meeting. The dashboard highlights those areas where further work is needed to ensure compliance with the House of Bishops guidance on safeguarding. As of April 2026 the parish has completed 79% of mandatory requirements.

The areas where the parish is not compliant comprise:

- (i) Not all role holders have completed their mandatory safeguarding training requirements (including PCC members)
- (ii) Review and adoption of a social media policy
- (iii) Review and adoption of a data protection policy
- (iv) Compiling a list of non-church hirers, their respective hire agreements and safeguarding policies

In respect of item (i), requests to renew training and DBS checks are issued as required based on the information that the parish holds. However not all role holders comply with these requests.

For items (ii) and (iii), the relevant documents are in the final stages of review.

### Other

Safeguarding Sunday was marked on the 16th November 2025. Information was shared in the newsletter about the safeguarding team as well as two relevant organisations, the preaching programme was also paused and the services each had a focus on safeguarding that Sunday.

Following Diocesan guidance awareness was raised about the Domestic Abuse Awareness training and all those in the church required to complete this course were contacted to do so.

Throughout the year there have been meetings with individuals, role holders, and groups to increase awareness of the importance of safeguarding and safer recruitment and people management. The aim and focus being to continue to help

the church family to see safeguarding and safer recruitment and people management as a part of our commitment to one another. And to raise awareness of how safeguarding and safer recruitment must be considered in all areas of church life.

Lone Working Policy, also agreed by the Diocesan Safeguarding Team, is accessible via the church website and shared as a part of the safer recruitment process where appropriate.

The church displays are reviewed regularly to ensure that they are up to date with relevant information both in the buildings and on the website.

The PSO has attended various meetings, conferences and training throughout the year, inc. the Diocesan Safeguarding Conference in January 25, training with the 31:8 organisation, a domestic abuse training day, and a meeting with the Director of the National Safeguarding Team.

The church family continue to be encouraged to consider completing at least the Basic level safeguarding training to raise the awareness of all.

Provision to complete safeguarding training with IT support has been ongoing throughout the year, enabling those who would otherwise struggle to do so to access the training.

Parish Safeguarding Team

Wendy Carr Associate Vicar (Chair), Ben Thorndike Vicar, Pam Calvert PSO, Paul White Lead Recruiter, Alyson Bleakley Minister for Families, Sally Musson Minister for Seniors.

April 2026