



**TRUSTEES REPORT**  
**PAROCHIAL CHURCH COUNCIL of**  
St Peter with Christ Church (Southborough), St Matthew (High Brooms) and St Lawrence (Bidborough)  
**THE SOUTHBOROUGH TEAM MINISTRY**  
**For the period January to December 2018**

The Southborough Team Ministry's Parochial Church Council has the responsibility of working alongside the Ministers Rev Chris Wicks (Team Vicar), Rev Stephen Hills (Team Vicar), Rev Nick Cornell (Associate Vicar) and the curate (Rev Nigel Griffiths) in promoting within the Parish the whole mission of the Church, including pastoral, evangelistic, social and ecumenical activities. It has the responsibility for the maintenance of the four church buildings – St Peter, Christ Church, St Matthew, St Lawrence in addition to St Matthew's Church Hall in High Brooms and the houses at 54 Holden Park Road, Southborough and Ivy Cottage, Franks Hollow Road, Bidborough.

Members of the PCC are either ex officio or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules.

<b>Team Rector</b>	Vacant
<b>Team Vicars: &amp; Joint Chairmen</b>	Rev Chris Wicks Rev Stephen Hills
<b>Associate Vicar:</b>	Rev Nick Cornell (from 5 September 2018)
<b>Curate:</b>	Rev Nigel Griffiths
<b>Clergy – PTO:</b>	Rev Bill MacDougal Rev Jim Stevens Rev Ray Skinner Rev Richard Arding (awaiting PTO)
<b>Youth Minister:</b>	Tom Tyler
<b>Children's Minister:</b>	Lois Fryett
<b>Youth &amp; Children's Workers:</b>	Linnéa Voisey Gen Griffiths
<b>Parish Administrator: Operations Manager:</b>	Sue Shrubb Hannah Mwesigwa
<b>Churchwardens:</b>	Richard Stanbury – St Peter Roy Langman – St Peter Graham Syms – Christ Church Gavin Large – Christ Church (until APCM 2018) Jonathan Taylor – Christ Church (from APCM 2018) David Johnson – St Matthew Bridgette Shaw – St Matthew Graham Wilkinson – St Lawrence (until APCM 2018) Edward Dix Perkin – St Lawrence (from APCM 2018) Robert Gibson – St Lawrence



**Diocesan Synod Representatives:** Rev Stephen Hills, Rev Nick Cornell (from October 2018)  
Rev Nigel Griffiths (from July 2018)  
Graham Syms – Christ Church (until July 2018)  
Rodney Hutchinson – St Peter’s (from October 2018)

**Deanery Synod Representatives:** Deanery Synod Representatives are elected for a period of 3 years. Elections due at the APCM in 2020. The Team Ministry has an allowance of 5 members of the Deanery Synod shared across the 4 churches. The Representatives during 2018 were:

St Peter:	Rodney Hutchinson
Christ Church:	Barbara Bourne
St Matthew’s:	Mary Wilson
St Matthew’s:	Jane Richardson
St Lawrence:	Vacant

<b>Elected Members:</b>	St Peter:	Marion Short
	Christ Church:	Len Morland
	St Matthew:	Ian Wilson
	St Lawrence:	Gordon Mungeam

**The following roles are appointed by the PCC:**

**Parish Treasurer:** Jolyon Head

**PCC Secretary:** Alison Lush

**Electoral Roll Officer:** Lesley Clare

**Parish Children’s Representative:** Jayne Liley

**Child Protection/Disclosure Officers:** Melanie Dove – St Lawrence’s Church  
Melanie Knight – St Peter’s Church  
Rita Morland – Christ Church  
Gill Fuller (until ACM 2018),- St Matthew’s Church  
Linde Horseman (from ACM 2018) – St Matthew’s Church

**Parish Safeguarding Adults’ Representative:** Elizabeth Hills

**Banks:** Lloyds TSB Bank Plc  
Nat West Bank Plc  
HSBC Bank Plc

**Independent Examiner:** David Stephens FCCA (appointed at APCM)

**Charitable Status:** The PCC is a corporate body constituted under Trust Deed dated 1<sup>st</sup> May 2002 and is registered with the Charity Commission. Registered Charity Number: 1132835

**Team Ministry Web-sites:** **St Peter’s Church:** [www.stpeterssouthborough.co.uk](http://www.stpeterssouthborough.co.uk)  
**Christ Church:** [www.christchurchsouthborough.com](http://www.christchurchsouthborough.com)



**St Matthew's Church:** [www.stmattschurch.org.uk](http://www.stmattschurch.org.uk)  
**St Lawrence:** [www.bidboroughchurch.org](http://www.bidboroughchurch.org)

**Correspondence Addresses:**

**Christ Church and St Peter's Church**

Christ Church Office  
Prospect Road  
Southborough TN4 0EG

**St Lawrence's Church**

The Rectory  
Rectory Drive  
Bidborough TN3 0UL

**St Matthew's Church**

High Brooms Road  
Tunbridge Wells TN4 9BW

**Patronage Board includes:**

Church Pastoral Aid Society and The Mabledon Trust

**District Church Councils:**

The specific Church representatives on the PCC together with the individual church Treasurers, Child Protection/Disclosure Officers, DCC Secretaries and elected and co-opted members attend District Church Council meetings.

**Treasurers – appointed by DCC**

St Peter: Steve Bull, Kate Lamont  
Christ Church: Allan Jonnes (until ACM 2018), Carla Pearce (from August)  
St Matthew: Kate Whitehead  
St Lawrence: Rachel Jukes, Peter Dillon (from June 2018)

**DCC Secretaries – appointed by DCC**

St Peter: Currently vacant  
Christ Church: Pauline Newman  
St Matthew: Hannah Mwesigwa  
St Lawrence: Emma Lawrence

**Elected and Ex Officio Members of the DCC:**

St Peter: Jon Kersey, Steve Bull, Kate Lamont  
Christ Church: Peter Hillier, Judy Stevens, Rita Morland, Louise Frost  
St Matthew: Suzanne Owen, Matthew Fryett,  
St Lawrence: Mike Fawcett, Sarah Smith, Clare Masters, Anne Hinds, Emma Lawrence, Steve Boulton

**APCM 2018**

At the 2018 APCM, Churchwardens and Lay Representatives to the PCC were elected and sidespeople were appointed. The Independent Examiner was also re-appointed for 2018.

**Induction and Training of Trustees**

All new Trustees (PCC members) are provided with a link to the Charity Commission's publication: "The Essential Trustee: What you need to know" which provides guidance to all Trustees on what is involved in being a Charity Trustee. All new Trustees are provided with Guidance Notes covering the various meetings throughout the year and other responsibilities of PCC members plus a copy of the booklet jointly produced by the Charity Commission and The Church of England



entitled "Trusteeship – An Introduction for PCC Members". There were four new Trustees during 2018: Rev Nick Cornell (Associate Vicar, Christ Church), Jonathan Taylor (Churchwarden, Christ Church), Edward Dix Perkin (Churchwarden, St Lawrence), Jane Richardson (Deanery Synod Representative for St Matthew's).

### **PCC Meetings**

The PCC has met five times during the year (including the APCM) with an average attendance level of 77%. In addition to physical meetings there can be decisions via email. Minutes from each of the DCC meetings are put before the PCC so there can be an awareness of the needs and achievements of each church in the team. Minutes from the PCC meetings are distributed to all DCC members. It is at PCC level that approval is sought regarding faculties and other legal or financial matters. Members of the PCC have personal and legal liability for the activities within the Parish.

**A Standing Committee** is required under Church Representation Rules and has the power to transact the business of the PCC between its meetings, subject to any directions given by the PCC. The Standing Committee consists of all Clergy, one Warden or PCC member from each Church and the Treasurer. This Committee did not meet during 2018.

**Annual Church Meetings (ACMs)** were held in each of our four churches within one month of the APCM. At these meetings the DCC members detailed above were elected.

**District Church Council (DCC)** meetings are held to deal with matters of concern to individual churches such as repairs, improvements or re-ordering. Each DCC is responsible for its own budget, income, expenses and outside giving. The DCCs, aided in some cases by Ministry/Leadership Teams, give considerable thought to the content of services, outreach, teaching, pastoral care and future development. Although each church considers individual priorities, the needs and concerns of the other three churches within the Parish are always borne in mind.

### **Reporting Public Benefit**

The Aims and Objectives section of the Trustees Report provides a brief summary of the activities undertaken by The Southborough Team Ministry to further its charitable purposes for the public benefit. This section of the report also provides confirmation that the Trustees have had regard to the Charity Commission guidance on public benefit and in particular on charities for the advancement of religion, when planning our activities.

The report specifically addresses the two key principles:

1. There must be an identifiable benefit – and the Trustees have explained the activities and benefits which flow from them to the Parish community.
2. The benefit must be to the public, or a section of the public – and the Trustees have explained their commitment to enable as many people as possible to worship and become part of the Parish community.

### **Major Risks**

The Trustees consider that major risks have been identified. Those which are not covered by insurance through EIG plc are namely Health & Safety and Safeguarding. These topics are reviewed regularly by the PCC and each of the individual DCCs. The council has adopted the House of Bishops' "Promoting a Safer Church; safeguarding policy statement" and the council complies with Data Protection guidance.



## **Responsibilities of the PCC**

In preparing the accounts of the PCC, the Trustees must make judgements and estimates that are reasonable and prudent, follow suitable and consistent accounting policies, follow applicable accounting standards, subject to any material departure disclosed and explained in the accounts and must apply the going concern basis unless it is inappropriate. The PCC is also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable it to ensure that the financial statements comply with the Charities Act 2011. It is also responsible for safeguarding the assets of the charity and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## **Administration**

The PCC employs two Office Administrators: Sue Shrubbs in the Parish Office based at Christ Church, and Hannah Mwesigwa, operations manager at St Matthew's. The Administrators ensure the smooth running of the Parish, assist the clergy and co-ordinate all aspects of church administration.

Clare Masters continues to provide some administration support at St Lawrence and Rod Hillen has taken on producing the Notice Sheets for St Lawrence. We are very grateful for the time and effort that all these individuals put in to the smooth working of the Parish and the Sunday services on a voluntary basis.

## **Voluntary Helpers**

There are too many voluntary workers across the Parish to mention everyone but it is these people who are the backbone of Parish life and ensure each church runs smoothly and effectively and the PCC extend their thanks to all these people in all the churches. These include children and youth workers, pastoral care teams, flower arrangers, cleaners, gardeners, music groups, organists, cooks, home group leaders, providers of tea/coffee, event organisers, fund raisers, maintainers of the web-sites, contributors to church magazines plus many others.

## **Curates**

Nigel Griffiths completed his training and made a huge contribution to the life of the church at Christ Church during the interregnum.

## **Interregnum**

Following consultations with the Archdeacon of Tonbridge, the "Southborough Anglican Churches working Group" continued to explore the way forward for the Anglican Churches in Southborough and Bidborough and the following proposals were approved at the APCM on 30 April 2018: The Southborough Team Ministry be dissolved and St Matthew's becomes an independent parish; Christ Church becomes an independent parish and a member of a new Group ministry, together with the new combined parish of St Lawrence and St Peter's, and also the parish of St Thomas' Southborough.

Since the APCM the plans have continued to be finalized and at their November meeting the PCC approved the draft proposals received from the Diocese regarding the future of the Southborough Team Ministry and proposed new benefices and parish boundaries.

The new group ministry would be known as "The ACTS Group" (Anglican Churches Together in Southborough Group Ministry).

It is likely that this will be the final trustees report and the APCM 2019 will be the last of the present parish. It is considered that the future plans offer an opportunity to harness the potential of all the churches in a united, strategic, mission-focussed approach that will lead to growth in the local Church.



## AIMS AND OBJECTIVES

Southborough Team Ministry's Aims and Objectives for 2018 as agreed by the PCC are set out below along with the way we measure our success in each area.

### 1. BRINGING PEOPLE TO FAITH

**Our aim is to provide a welcoming environment to encourage new church members and to retain and develop our existing members.**

#### Retired Clergy

Ray Skinner continues to assist with services. Ray has PTO in the Diocese.

Jim & Judy Stevens retired to Southborough and Jim has been licensed as Clergy PTO for the Parish and elsewhere and continues to assist with services at Christ Church.

Bill MacDougal has PTO and continues to take an active role in ministry at St Matthew's. Richard Arding joined St Matthew's in September after retiring from Wilmington and has been active in the church while awaiting PTO.

#### Evangelists

Our team of Evangelists continue to visit various areas of the Parish to encourage people to consider the gospel message. They arrange a number of outreach events including Easter and Christmas giveaways in the community and carol singing.

Our current Evangelists are:

Christ Church: Geoff Baker  
St Matthew: Trevor Long, Dee Harper

Geoff Baker continues in his role as Area Group Leader for the Tunbridge Wells group of Evangelists (approximately 17 Evangelists).

#### Average Church Attendances

St Peter: 44 adults, 10 children  
Christ Church: 73 adults, 16 children  
St Lawrence: 75 adults, 15 children  
St Matthew: 110 adults, 44 children

**TOTAL: 302 adults, 85 children**

This is a reduction of 12 adults and 7 children from the 2017 figures.

#### Readers

Christ Church: Jim Walker (Reader Emeritus), Michael Wightwick (Reader Emeritus), Colin Clarkson (Reader Emeritus)

St Lawrence: Alan Richards (PTO), Michael Lee (PTO), Clare Masters

St Matthew: Elizabeth Haughan (Reader Emeritus), Trevor Long

#### LLM's

Christ Church: Sheila Syms, Allan Jonnes

St Lawrence: Graham Wilkinson



### **Electoral Roll**

At the end of December 2018 the number of names on the Electoral Roll was 386. These figures are made up as follows:

St Peter	49
Christ Church	100
St Matthew	148
St Lawrence	89

The Electoral Roll Secretary (Lesley Clare) reports the number on the Roll at the time of the APCM and it is this number, given to the Diocese, which is used to calculate the number of representatives we have on Deanery Synod. Electoral Roll additions, deletions and rolling totals are reported at each PCC meeting.

### **Activities relating to Religious Instruction**

Alpha courses exploring the Christian faith were again run in the Parish.

Confirmation classes were also run across the Parish and a confirmation service was held at St Matthew's Church on 15<sup>th</sup> July. Graham Wilkinson from St Lawrence was licensed as LLM at Rochester Cathedral in May.

### **Special Services – 2018**

During 2018 there were a total of 29 Baptisms – 13 under 1 year old, 7 between the ages of 1 and 4 years, 6 between the ages of 5 and 12 years and 3 over the age of 13 years. There was one service for the Thanksgiving for the Gift of a Child between the ages of 1 and 4. 15 funerals were conducted in our churches with a further 29 full funeral services conducted at the Crematorium. 8 weddings took place during the year and there were no services for Prayer & Dedication after a civil marriage.

St Lawrence celebrated 800 years as a Parish and several special services were held during the year: there was a Baptism celebration service in May to which those baptised in the church were invited to attend; a celebration of Marriage in July, attended by a number of couples who had been married in the church over the years. The annual Memorial Service, usually held in November, was moved to August. The Bishop of Rochester led a special Morning 800th Anniversary service on Sunday 26<sup>th</sup> August.

### **Overseas Mission**

St Matthew's continue to have Missionary Links with Tanzania, Peru, Southern Sudan and South Africa. Christ Church support Education for Life in Kenya, Sovereign World Trust and Sam & Abby Baguma working for MAF in Chad. St Peter's are supporting a school in Nairobi, Kenya. St Lawrence and the wider community in Bidborough have links with the Church of St Matthew's, Kibaigwa in Tanzania.

### **Home Groups**

There are over 25 Home Groups throughout the Parish numbering around 200 members. These groups meet weekly or fortnightly during the day or in the evening to enable people to worship and pray together, explore their faith, ask questions to gain a greater understanding of both the Bible and Christianity and form a closer relationship with God and each other.

### **Mission & Vision**

As well as the DCC's, Christ Church, St Matthew's and St Peter's have various forms of Ministry Teams that meet regularly to pray and plan for mission and ministry in those churches.

All churches continue to give talks to encourage giving during the current tough financial climate.



## 2. REACHING OUT TO THE COMMUNITY

**Traditionally, the Church has been the focal point for the community and we are fortunate in our Parish that our four Churches still maintain this focus. We recognise that we cannot just expect people to come to us but rather that we must go to them. It is our intention this year to continue to develop and enhance our existing approaches.**

### **School Governors**

The Parish continues to maintain good relations and a strong presence with our local schools and have Foundation Governors at Southborough CE Primary School, Bidborough CE Primary School and St Matthew's High Brooms CE Primary School. The clergy and lay church members regularly take assemblies.

David Johnson is the Diocesan Board of Education Governor at St Matthew's School.

The Foundation Governors during 2018 were:

St Matthew's High Brooms CE Primary School  
Southborough CE Primary School

Chris Wicks, David Johnson  
Sue Shrubb, Nigel Griffiths, Helen Burns, Lin  
Hutchinson, Nick Cornell (from September)  
Rhian Bowler (until July), Stephen Hills,  
Amanda Harris, Claire Rorke (from July)

Bidborough CE Primary School

### **Pastoral Assistants**

St Matthew: Carole Wicks, Dee Harper

### **Street Pastor Scheme**

As a Parish we have supported the Tunbridge Wells Street Pastor Scheme run through Holy Trinity with Christ Church, Tunbridge Wells. Mike Fawcett from St Lawrence, Melanie Knight from St Peter's, Ronnie Paylor, Graham Hickson-Smith and Richard Foot from St Matthew's and Jim Stevens from Christ Church continue as Street Pastors. Judy Stevens from Christ Church and Jean Best from St Matthew's are active members of the weekly Prayer Pastor team.

### **Community Events**

St Lawrence celebrated 800 years of being a Parish and an anniversary fete was held on Sunday 26<sup>th</sup> August which was opened by the Bishop of Rochester following a special service at the church.

St Matthew's Church, St Lawrence's Church and Christ Church continue to have links with local Brownie Groups. St Matthew's also has involvement with Beavers, Cubs and Scouts.

St Peter's again took part in the Tunbridge Wells Heritage Open Days in September.

The Harvest tradition continued with gifts received at the services being distributed to people within the Parish and Nourish. St Peter's and Christ Church both held Harvest suppers.

The "Shoebox" Christmas appeal - Operation Christmas Child run by Samaritans Purse - was again supported this year. Members from St Lawrence took a lead in managing the West Kent warehouse in Tonbridge and co-ordinating the distribution of the boxes. Over 20,000 shoeboxes were processed and sent to Central Asia and Bulgaria.





The Christmas Fair, held at Christ Church, was well supported and again raised a substantial amount of money. Christmas services were strongly supported throughout the Parish.

Mission Gift Days were held by some of the churches to support their designated charities. Others give regularly to charities through a tithe on income.

Support continues for a number of local, national and international charities and organisations. These include Tear Fund, the Bridge Trust, CMS, CPAS, Crossteach, Youth for Christ, Life and Soul, Street Pastors, Tunbridge Wells Crisis Recovery and the New Wine Network.

We continue to be a Fairtrade Parish with regular sales of Traidcraft produce taking place after services. Christian Aid week is also well supported across the Parish.

The Churches continued to support Nourish, the foodbank in Tunbridge Wells.

Christ Church continued to run their successful Friday lunches for the elderly in the community. Both Christ Church and St Matthew's have a "Friday Café" for those dropping their children off at school.

Christ Church runs monthly "Messy Church" services which continue to be extremely popular and also a "Messy Club" every two weeks after school on Fridays. "Tea and Toys" toddler group meets on Monday mornings during term time.

St Lawrence Church run a weekly parent and toddler group "Tots & Co" in the village hall on Friday mornings during term time. "Who Let the Dads Out" for fathers and children meets monthly on Saturday mornings. CAMEO teas take place weekly and CAMEO lunches are held on a regular basis.

### **Fellowship**

A lot of time and effort goes into reaching out to people of all ages both within our churches and in the community and this is a very important part of ministry for all of our churches. There are Parents and Toddler Groups, Youth Events, Women's and Men's events throughout the Parish at all churches. Specific events for men include bowling nights, prayer meetings, monthly walks, movie nights, golf and Men's Breakfasts. Women's fellowship groups continue to flourish with a variety of events organised in the Parish, including Women's Breakfast Meetings, movie nights, Women's Days, prayer meetings and evening meetings with guest speakers.

In October some of the Men of Bidborough ("MOB") joined Archbishop Justin Welby at Rochester for an early morning run. The Archbishop was interested to learn more about MOB from LLM Graham Wilkinson.

### **Prayer**

Prayer continues to play an important role in the ministry of the Parish. A number of prayer meetings and team celebrations were held during the year and individual churches have held specific prayer evenings. There are regular prayer meetings for both men and women across the Parish and healing prayer is also offered after all morning services at Christ Church, St Matthew's and St Peter's (9.30 service). Christ Church and St Peter's collect monthly prayer requests from nominated streets in their respective parishes. An hour long "meditation at the Cross" was conducted at Christ Church on Good Friday and St Lawrence Church was open for prayer and reflection on Good Friday afternoon. The Churches organised joint initiatives for "Thy Kingdom Come" prayer week in the lead up to Pentecost.



### **Pastoral Care**

The pastoral care teams at each of our churches work very hard to ensure the holistic care of individuals in need. This includes coffee mornings, marriage and parenting support, breakfast cafes, hospital visits, home visits where people are ill, suffering or unable to leave their homes, provision of cooked meals, car rota schemes, community lunches and generally being available to listen.

### **Youth Work**

District Children's Representatives are appointed in each Church by the DCC. For 2018 these were:

St Peter:	Melanie Knight
Christ Church:	Rita Morland
St Matthew:	Gill Fuller (until ACM 2018), Linde Horseman (from ACM 2018)
St Lawrence:	Melanie Dove

At St Matthew's Tom Tyler is employed as Youth Minister and Lois Fryett as Children's Minister. At Christ Church Linnéa Voisey is employed as a part-time Youth Worker and Gen Griffiths covers the children and families role on a part-time basis. Links are being built between the Parish and the Youth workers across Tunbridge Wells.

Outreach events are organised for the youth groups throughout the year. A variety of evening youth clubs continued to be well supported attracting young people both from within and outside church families. Christ Church ran a very successful holiday club in the summer.

Forest Church, a new monthly service for all ages on Sunday afternoons alternating between St Lawrence and St Peter's, started in November led by Clare Masters and Jon Kersey. A short service of praise and prayer in church is followed by time outside in God's wonderful world.

Young people from the churches were also involved in helping on team with Falcon Summer Camps and New Wine venues.

### **Tunbridge Wells Chaplain**

In his role as Chaplain to the Mayor of Tunbridge Wells, Rev Stephen Hills opened Tunbridge Wells Council meetings with prayer.



### **3. OUR BUILDINGS**

**Recognising that we are merely stewards of our major assets, our objective is to maintain and improve our church and ancillary buildings in such a way as future generations will be able to worship in them.**

#### **Quinquennial Inspections Christ Church**

A Quinquennial inspection was carried out at Christ Church which identified a few minor things that needed to be done, including electrical works.

#### **St Lawrence “Project 800”**

Good progress has been made on plans for “Project 800”, a building project to build a small extension on the south side of the church for the provision of toilet facilities and an ante-room and for some internal re-ordering to provide more flexible space and disabled access, as well as improvements to the heating system and small kitchen facilities. More information can be seen in the St Lawrence Churchwardens’ report.

#### **Other General Maintenance/Repair Work and Purchases during 2018:**

##### **St Peter**

- Drying out and re-plastering work inside the vestry.
- Gutters and downpipes cleaned.
- DIY/Clean up day including painting outside doors.
- Adjustment to clock mechanism.

##### **Christ Church**

- Re-decoration and re-carpeting of Rectory.

##### **St Matthew**

- Repairs to panes of glass in church and church hall carried out.
- Removal of electricity meter for Church Centre. All electricity supply from renewable sources.
- Renewal of light bulbs to the nave fittings.
- Overgrown plants and bushes at east end and rear of church cleared.

##### **St Lawrence**

- Broken roof tiles replaced and in-fill of gaps in tiling carried out.

2018 continued to provide many challenges for the Team Ministry particularly on the financial front and we are constantly aware of and grateful for God’s continual guiding presence and for the support of all our congregations. We continue with our aim of preaching God’s word within our communities in the knowledge of God’s forgiveness for our shortcomings and we praise God for the leadership, teaching, fellowship and encouragement from Chris, Stephen, Nick and Nigel and their families.

The Southborough Team Ministry upholds the authority of the Bible and is committed to spreading the Good News into the community through the enabling work of the Holy Spirit.



Adopted by the PCC at its meeting on 25th March 2019.

Signed on behalf of the PCC: ..... Date .....  
Chris Wicks/Stephen Hills (Chairman)



## **St Lawrence Church – Churchwardens’ Report – March 2019**

### **Report on the Fabric, Goods and Ornaments of St Lawrence Church, Bidborough**

Progress has been very good in terms of St Lawrence’s ‘Project 800’ since the 2018 Churchwardens’ report. To recap, this is a building project featuring a small church extension to the south side of St Lawrence which will incorporate toilet facilities and an ante-room. There are plans to re-order the space created by removing the organ pipes, put in new flooring and kitchen facilities to the opposite corner and to upgrade the heating and electrical systems. Important conversations on future-proofing the new sound and audio systems are ongoing too as we receive quotes from a number of specialist companies operating to our specifications whilst keeping firmly in line with budgetary considerations. Pledges and generous giving have continued apace throughout 2018; in particular we received some good news on the charitable donation front with one notable grant of £25,000. The current level of funding now stands at 90% of the total that had initially been set. We will not know if this is sufficient until the tendering process has begun – this process could start very soon once DAC has cleared the way for final approval. The thought is to have the work start in late spring/early summer without hurrying towards setting a final date for full completion. The amount of work and degree of detail in the plans that have thus far gone into this project is truly astonishing and we owe an enormous debt of gratitude to the unflagging efforts of our architect Helen Dye who has spearheaded this project, along with Sarah Smith from St Lawrence and, of course, Stephen Hills himself.

The Quinquennial inspection for St Lawrence was carried out in 2017 by Thomas Ford and Partners, London, and the overall conclusion of their report was that the church is well cared for with few real concerns surrounding the fabric of the building. There were some minor issues relating to the supply of electricity to the church whose quirky systems have evolved over the years together with a need to ‘consider the renewal of the heating installation’. An electrical test was carried out and all remaining issues will be finally dealt with by the work that forms part of ‘Project 800’. Other issues concerned the replacement of some broken roof tiles and in-fill of some gaps in the tiling which was successfully carried out by Darren of Oakland Roofing. Other maintenance issues (clearing rainwater gullies and removing vegetation) fell under ‘requiring attention within two years’ and these issues will be addressed during the course of 2019.

Continued thanks go to all who, seen and unseen, contribute to the life and running of St Lawrence Church week by week. And special thanks to Stephen and Elizabeth Hills for the dedication, love and commitment they constantly show to the church family and the wider Bidborough village community.

**Robert Gibson and Ed Dix-Perkin  
Churchwardens – St Lawrence’s Church  
March 2019**



## **St Peters Church Southborough – Churchwardens’ Report – March 2019**

### **Report on the Fabric, Goods and Ornaments of St Peter’s Church, Southborough**

No major projects were carried out in 2018. Works carried out or being planned included:

- 1 The drying out and re-plastering work inside the vestry.
- 2 A DIY/Clean Up day was organised in June which was well supported and reaped great benefits.
- 3 Our specialist abseiling contractor, MDS has quoted £3,600 + VAT to repoint the SW corner of the main tower without the use of scaffolding. This work is clearly necessary with missing mortar and several damaged bricks. The Diocese architects are unsure that the works can be carried out efficiently and safely by an abseiling contractor. We are presently awaiting a full specification from MDS including H&S. To carry out the work in a conventional manner with scaffolding would be substantially more expensive.
- 4 The DAC architect has been visiting us to provide advice regarding the deteriorating stone plinth around the church. He has recently visited us with an expert stone mason to advise on our problem. We are still awaiting their report.
- 5 In October we received a visit from our insurer’s surveyor who made a few recommendations. The replacement value of the buildings and contents has been increase to £10.4m.
- 6 The gutters and downpipes were cleaned in October by a local specialist firm. We now have an annual contract with them.
- 7 In November/December damp patches were seen on the rear walls of the ladies toilets but we were initially unable to ascertain the cause. On a particularly wet day we noticed that water was spewing over the end of the main church guttering. The resultant cascade of water was running down the outside wall next to the ladies toilets. The gutter fascia board has been replaced and the gutter has been re hung. Insurers have agreed to pay for the damage in the toilets including drying out the walls, stripping out the blown plaster, re-plastering and painting.
- 8 We continue to investigate the possibility of removing a large number of pews. This would necessitate either lowering of the pew plinths or alternatively the raising of the surrounding flooring to the same level. So far it would appear that lowering the plinth would be very difficult and expensive, Consequently the raising of the surrounding flooring appears to be the most attractive proposition.
- 9 We are presently drawing up revised plans for the total renovation of our toilet facilities. We originally drew up plans some years ago but the specification was too high and the estimated cost of the work was unsustainable. Hopefully our new plans will prove more economic.

**Roy Langman and Richard Stanbury**  
**Churchwardens – St Peter’s Church - March 2019**



## **St Matthew's Church – Churchwardens' Report – March 2019**

### **Report on the Fabric, Goods and Ornaments of St Matthew's Church, High Brooms**

The fabric of the church is in generally good condition and only a few minor repairs have been necessary during the past year. The overgrown plants and bushes at the east end and rear of the church have been cleared. Various broken panes of glass have been repaired both in the church and in the church hall.

Changes to our electricity supply include the removal of the meter serving the Church Centre and renewal of light bulbs to the nave fittings. All our electricity supply now comes from renewable sources.

Outreach to the community continues with our parents and toddlers group 'Matt's Monkeys' on Thursdays and Breakfast Café on Fridays, both of which continue to thrive. The termly Saturday breakfast gathering for ladies known as 'Revive' continues and is well attended.

The children's and young peoples' work continues to thrive under the leadership of Lois Fryett and Tom Tyler. Numbers have been fairly constant throughout the age ranges and we are trying to solve the problem of the additional leaders needed.

An Alpha Course was held during the Autumn term which was attended initially by 21 candidates of whom about half were members of our own congregation.

Our monthly evenings of worship and prayer called "Hungry for God" continued until the Alpha Course started. The sessions are a very good way to enjoy some relaxed worship and to spend time listening to what God has to say to us.

We are very fortunate to have so many talented musicians in the church and our grateful thanks go to all our music groups for the way they lead our worship and help us to praise God in song.

Finally, our grateful thanks are due to the growing team of people who help in one way or another, with Welcome Teams, Communion Assistants, Audio-Visual Operators, cleaners and gardeners.

Most of all we thank God for the many blessings He has poured out on us during the year.

**Bridgette Shaw and David Johnson**  
**Churchwardens – St Matthew's Church**  
**March 2019**



## **Christ Church – Churchwardens’ Report – March 2019**

### **Report on the Fabric, Goods and Ornaments of St Christ Church, Southborough**

2018 has seen us in the middle/tail end of an interregnum. Gerald left at the end of January 2017 and Nick Cornell was only appointed to start in September 2018, nineteen months later.

Because of the strength in depth of our leading and preaching team, Allan Jonnes and Sheila Syms as Licensed Lay Ministers, Jim Stevens as a retired minister with PTO, (Permission To Officiate), Geoff Baker as an Evangelist and Linnea Voisey as a Licensed Youth Worker, working alongside Nigel Griffiths, we had only two occasions during the interregnum to require the services of someone outside the parish.

So the main event of 2018 was the appointment of Nick as our new incumbent. Sounds simple but many, many hours were spent compiling a Parish Profile that could be sent out to prospective candidates explaining what Christ Church was about. We give thanks to God that he has sent Nick, along with Gillian, Aiden and Theo to lead us as we look to a new chapter in the life of Christ Church.

In 2017 we put in proposals to the DAC to remove and upgrade the dated and dangerous lighting in the main church area. These proposals, along with our proposals for a permanent but moveable font, were turned down flat and so no further progress with these two matters has been made as we wanted to wait until we had a new incumbent.

2018 also saw a Quinquennial inspection of the church which passed off successfully with only a few minor things to be done. One very positive outcome was that the inspecting architect has agreed to help us with the lighting, the font and additionally the projection system.

Oversight of the vacant Rectory fell to the Christ Church wardens. Facing quotes in excess of £12k the complete redecoration was undertaken by members of the congregation, with a little additional professional help. The property was re-carpeted and some minor works were carried out by the diocese despite their finances being severely stretched, meaning that only essential work was undertaken.

Looking forward, there are some sad aspects of life at Christ Church. One will be the departure of Nigel, Gen and family. They have contributed an untold amount to the life of the church and will be sorely missed. On return from maternity leave Linnea opted to take a part time, 50% role as youth worker and we were able to employ Gen for the other 50% to focus on children and families. And as Linnea, expecting a second child, will most probably not be returning we will be looking to fill this vacancy.

There are of course many, many people we couldn't do without; the Cleaning Team, who week in week out come in and make sure the place looks neat and tidy, and nobody ever sees them. The Sidespeople/Welcomers, who do a fantastic job of greeting people, giving out notice-sheets etc. and counting the offering on a Sunday. That collection has to be checked and banked so we are grateful to Tina Peggs who undertakes this 'invisible' task.

Every Sunday someone has to make the tea and coffee after the service and so again thanks are due to those in Life Groups, CYFA and others who 'chip in' to perform this task. Steve Cole continues to work hard keeping the grass cut, the hedges trim and the borders looking neat in the churchyard.





And so we are very grateful for all those who work quietly in the background on these essential tasks; without all of you and the support you give us, we couldn't do our job as churchwardens.

Many, many thanks to all of you.

**Graham Syms & Jonathan Taylor**  
**Churchwardens – Christ Church**  
**March 2019**



## **SAFEGUARDING REPORT 2018**

### **SOUTHBOROUGH TEAM MINISTRY January – December 2018**

The Parish is committed to the protection of the children and vulnerable adults in our care. The term Safeguarding rather than Child protection is now recognised, with a main focus of prevention of harm to children and vulnerable adults.

There is a dedicated Disclosure Officer for each Church who keeps track of the Children's Workers and obtains references, DBS clearances and deals with any safeguarding issues within their own church. They distribute the Parish Guidelines and the Safeguarding policy to all new workers and collect signatures to say they have been read and understood. New Safeguarding training was introduced in 2018 and the Disclosure Officers have taken on the responsibility of ensuring the correct level of training is completed by those required.

We are members of Thirtyone:eight (formally known as CCPAS, Churches' Child Protection Advisory Service) and every month the Disclosure Officers receive an update on current Safeguarding matters.

At each PCC Meeting the names of Children and vulnerable adult leaders are updated and put before the PCC for approval, along with discussions on any relevant changes. All new PCC members should have received a copy of the Parish Responsibility document and undergone or plan to undergo the relevant training. A parish Safeguarding training at C2 level was well attended in December and those attending had already completed C0 and C1 online.

Enhanced and regulated DBS clearances are administered through Thirtyone:eight, using the online system and the Diocese accepts portable DBS clearances for those volunteers working with children.

The parish safeguarding team regularly liaise if there are any safeguarding issues and meet up at least once each year to discuss current procedures. A meeting was held in November 2018 where it was agreed that Safeguarding training was a priority for the year and the forms used to collect information from volunteers were reviewed and updated.

Gill Fuller the Disclosure Officer for St Mathews stood down in this year and Linde Horseman stepped into the role. Melanie Dove the Disclosure Officer for St. Lawrence also stood down and the role has now been taken over by Vicky Trueman.

We would like to thank the Disclosure Officers, Gill Fuller and Melanie Dove for their commitment to Safeguarding in the time they were in post and welcome Linde Horseman and Vicki Trueman into the team. Rita Morland and Melanie Knight are still the Disclosure officers for Christchurch and St. Peters and they too deserve thanks for their hard work and commitment to Safeguarding children and vulnerable adults.

These ladies work incredibly hard and as their role now has to also monitor the essential safeguarding training, they have seen a large increase in their workload. It is very much appreciated by all concerned.

I praise God for the willing and dedicated team of workers who commit so much of their time to this essential area of the Lord's work.

**Jayne Liley**

**Parish Children's Representative - March 2019**



## DEANERY SYNOD REPORT January – December 2018

The Tunbridge Wells Deanery Synod met on three occasions during 2018.

On 18<sup>th</sup> April 2018 at King Charles the Martyr Church, a short business meeting was followed by the commissioning of the Revd Douglas Wren as the new Area Dean of Tunbridge Wells, by the Archdeacon of Tonbridge, The Venerable Julie Conalty. He replaces the Revd Canon Jim Stewart who stood down from the role at the end of 2017. A reception and time of fellowship after the service was enjoyed by all who had attended.

On 19<sup>th</sup> July, Synod members met at Christ Church, Tunbridge Wells. Included in the business meeting were reports from General and Diocesan Synod, and arrangements were discussed for the Deanery visit by Bishop James in October.

Prayers were asked for David Webster, a respected and long standing member of General, Diocesan and Deanery Synod, who was very ill. Sadly I have to report that he passed away later in the year.

Synod divided into separate houses for elections to Diocesan Synod. The Revd Nigel Griffiths, Southborough Team and the Revd Ronnie Williams, Rusthall were elected to fill two vacant clergy seats. The House of Laity elected two representatives, Paul Clark and Sarah Riddick, to fill vacancies and also had to elect a replacement for Graham Syms, the Deanery Synod Lay Chair, who was standing down at the end of July. Dr Mike Lawes was elected to replace him. Later in the meeting a presentation was made to Graham, with thanks for all he had contributed both as a Synod member, and latterly as Lay Chairman, over several years.

Synod members were then joined by Church Wardens and treasurers from the deanery, to hear a presentation by the Revd Richard Williams, Finance Director of Rochester Diocese, on the Indicative Offers Proposal, which hopes to enhance the existing Parish Offer System by introducing "Indicative Offers". It is intended that the offers will represent a fair and reasonable rate of contribution for parishes to support mission and ministry across the Diocese. Following questions and discussion, Synod members indicated their support for the notion of indicative offers.

On 4<sup>th</sup> and 5<sup>th</sup> October Christ Church, Southborough, hosted two meals as part of the programme arranged for the week long visit by Bishop James to the Tunbridge Wells Deanery. A two course meal was provided on each evening by a team of volunteers from Christ Church, very ably led by Graham Syms, after which Bishop James gave an address on his vision for the church.

Some fifty people, including synod members, deanery clergy and church wardens attended on the first evening, and a small gathering of licenced lay ministers followed the next evening. Prior to the meal the House of Clergy and the House of Laity met separately to elect representatives to serve on Diocesan Synod.

The Revd Nick Cornell, Southborough Team and Revd John Caster, St Barnabas, were elected to fill the Clergy vacancies and Rodney Hutchinson from the Southborough Team to fill the Lay vacancy. All fourteen positions have now been filled.

Both meetings proved to be very successful and were enjoyed by all who attended.

**Barbara Bourne**  
**Deanery Synod Representative - Christ Church**

