

TIDENHAM PAROCHIAL CHURCH COUNCIL



"where the river flows everything will live"

Minutes of Tidenham PCC Meeting held in St Luke at 19:30 on Tuesday 14th January 2025

ITEM		ACTION
1.	Attendance: Brian Duerden BD (Chair), Revd Nicki Bullivant (NB), Paul Coombs (PC), Nicholette Flatman (NF), Iain Gardiner (IG), Oliver Hinton (OH), Molly Mayo (MM), Polly Morgan (PM), Andy Palmer (AP), James Parsons (JP), Emma Phillips (EP), Robin Riordan (RR), Tanya White (TW); plus by invitation Emma Durbin (ED), YCF Missioner	
	Apologies for absence: Marilyn Henderson (MH)	
2.	Welcome – NB opened with prayers and a Bible reading from 1 Kings 19.	
3.	Declarations of Interest: None.	
	ITEMS FOR DECISION	
4.	<p>Approve draft minutes of Previous PCC Meetings:</p> <p>12th November – NF asked for a correction that an oil radiator in St Luke's Room corridor was replaced. Proposed by PC, seconded by TW; all agreed. RR will sign.</p> <p>3 December – Main PCC meeting. Approval proposed by EP, seconded by MM and all agreed. IG to send through clean copy for BD to sign.</p> <p>3 December - Extraordinary PCC meeting to elect Vacancy Interview Panel representatives. Minutes not yet completed. BD to draft.</p> <p>10 December – Minutes already agreed and submitted to Archdeacon (AD) Hilary.</p>	<p>AS /RR</p> <p>IG/BD</p> <p>BD</p> <p>BD/RR</p>
5.	<p>Scarecrow Trail Committee (STC): Proposals for Easter 2025 Trail:</p> <p>STC will present its proposals to the PCC once the team has met. Decision in principle agreed by PCC, subject to satisfactory detailed plans. ACTION ED</p>	ED
6.	<p>Tidenham Church Hire Form:</p> <p>MM asked how St Luke's manages to clean the church after hires; NF stressed that those hiring our churches should clean them properly after use. Volunteers from the cleaning rota are not there to clean up after large events. MM suggested that a deposit could be paid as part of the hire process to ensure the church is left in good condition. The need for a caretaker at St Luke's was discussed, subject to finding funding. Members agreed to MM's request to discuss this at a future meeting.</p> <p>NF asked if it was fair to charge for a 'heated building' before the final system was in place. NF requested that a set of clear simple instructions be provided for all hirers. BD manages the heating system and stressed that NO VISITORS TOUCH OR ALTER THE HEATING CONTROLS.</p> <p>BD proposed that Tidenham have a Hire Form with the same T&Cs as St Luke's Tutshill. BD to let Annabelle know Tidenham church capacity so that the new form can be implemented. RR proposed, AP seconded and all agreed. ACTION BD / AS</p>	BD/AS

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7.	<p>PCC Charity Giving Policy (Last updated in November 2023)</p> <p>IG proposed that PCC agree the list of charities by 31 May and make payments by 31 July. This policy is now to be reviewed every three years instead of annually. NF proposed and AP seconded approval of the revised Policy. All agreed. ACTION IG</p>	IG
	ITEMS FOR DISCUSSION	
8.	Finance	
8.1	<p>Current Finance:</p> <p>PC had circulated the usual set of finance figures in advance to all members. He reported the state of our 3 x Lloyds Bank Accounts at 18:00 hrs:</p> <p>No.1 Account: £13,156.78; no.2 Account: £992.07; no.3 Account £4,056.65.</p> <ul style="list-style-type: none"> VAT reclaim: £5,968 for work on Tidenham Tower, under The Listed Places of Worship (LPOW) Scheme. Post Meeting Note. Money received and banked. PC concerned that Lloyds Bank Chepstow is now only open four days a week Gift Aid for Q3 has been received. The Q4 claim is being processed. 	
8.2	<p>Annual Accounts (AA) for 2024</p> <ul style="list-style-type: none"> Pages 10 & 11 of our 2024 annual accounts (summary of receipts, payments and year end bank account figures) is in final draft. PC's plan is to present the draft AA to February's PCC meeting. PCC thanked PC for his diligence in this work. During 2024 the total money across all our bank accounts reduced from £259k to £231k – i.e. £28k. This reduction is mainly due to spending £31k on major building repairs at Tidenham Tower, funded by a legacy gift received in 2023, but offset by a legacy of £5k received at the end of December. 	
8.3	<p>Finances in 2025</p> <ul style="list-style-type: none"> BD asked PC on his views of our probable 2025 year end finances. PC warned of a difficult 2025 with utility costs increasing and the Parish potentially running at a deficit. This could make it challenging to pay our parish share in full. PCC tasked the Finance Committee to keep matters under review. AP remembered speaking to the congregation several years ago about Giving and asked whether they need reminding about online giving instead of cash. BD stated that the Gift Aid Small Donations Scheme (GASDS) means that any individual gift under £30 is eligible for Gift Aid. RR commented that the Finance Committee has proposed a Stewardship campaign be run in the Spring, once the new incumbent is announced. 	
9.	Vacancy Issues	
9.1	<p>Vacancy Process Update:</p> <ul style="list-style-type: none"> Final version of the Profile has been submitted to Diocese; Bishop Robert changed the Safeguarding statement. The position will be advertised on Friday 17 January with the shortlisting process close to the interview date of 7 March. RR is confident about attracting applicants. NF suggested an update be included in the Weekly Briefing and website with a link to the Profile, once the vacancy has been advertised. BD stated that an update is being issued via Mailchimp very soon. ACTION AS 	AS

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9.2	<p>Interview Day Arrangements.</p> <p>AP referred to his email of 16 December and members discussed the detailed arrangements:-</p> <ul style="list-style-type: none"> • MM said that Woodcroft Christian Centre has nowhere dedicated to worship. • The day will run 9am-4pm as the Centre has engagements at 5pm. (If we need it, the conference room would be available until 5pm.) • AP would like members of the congregation to meet candidates. • AP liaising with Archdeacon Hilary's office ACTION AP • Budget, type of lunch offered, visits to schools • AP will get comparative costings for lunch per head ACTION AP • Detailed arrangements cannot be finalised until the week prior to 7 March, as this is subject to the number of candidates. 	<p>AP</p> <p>AP</p>
9.3	<p>Church Services During the Vacancy (BD & RR)</p> <ul style="list-style-type: none"> • Bishop Robert is visiting Chase church on 9th February as part of his remit to visit every church in the parish. • Easter Services were discussed: - <ul style="list-style-type: none"> ○ Palm Sunday – Revd Ali Mephram will be conducting services at St Luke and St Mary & St Peter. Format to be discussed with Revd Ali to ensure traditional procession to St Luke and use of dramatised readings. ○ Maundy Thursday – NB (Associate Priest) ○ Good Friday Morning - ED ○ Good Friday afternoon – AD Hilary ○ Easter Sunday morning – AD Hilary in St Mary & St Peter and St Luke ○ Low Sunday. There will be only one church service in the parish on the following Sunday – 27 April. This will be in Tutshill church. Time still to be confirmed. 	
10.	<p>Wellbeing Ministry Report from Carol Clammer (Secretary of Sedbury Space)</p> <ul style="list-style-type: none"> • Previously circulated. Wellbeing Ministry is very well received and thanks and congratulations were expressed for all involved, especially NB and ED. • MM concerned that NB is being overstretched; NB replied that she received good support from Two Rivers Housing and the Salvation Army, and other volunteers in a network which helps with her work as Wellbeing Chaplain. • Breakfast Clubs in partnership with Two Rivers housing in Sedbury have been a resounding success. • TW will publish an article based on this report in the next Link Magazine and review sensitive items with NB. ACTION NB / TW 	TW/ NB
11.	<p>Proposed Breakfast Club at Tutshill Church (NB), starting February half term:</p> <ul style="list-style-type: none"> • Breakfast Clubs need to be extended to St Luke in Tutshill during the school holidays. This will meet a need and also bring the community into our church. • PC agreed that financially this project is to be treated the same way as BATS. • NF expressed concern regarding potential mess left in the church, but NB explained that parents and helpers will clean up after the event. • IG proposed and MM seconded the proposal. All agreed. ACTION NB 	NB

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12.	<p>Tidenham Church building works – Update (BD) :</p> <ul style="list-style-type: none"> • Vestry to be finished shortly. • North Aisle heating is still in discussion with a detailed review to be undertaken during the summer, which should allow sufficient time for the chosen heating system to be installed in time for next winter • DAC approval has been given for air source heat pumps • Plaster fell from the chancel ceiling on Christmas Eve when the church was unoccupied. The eastern choir stalls cannot be used. Holy Communion was conducted from the chancel steps and the damage will be further assessed • Gigaclear Broadband Wi-Fi to be connected on Thursday 16th January, with the fibre having already been installed • The hole in the North Aisle ceiling has been repaired. • All light bulbs have now been replaced with LEDs • Work on the Tower is a month behind schedule due to contractor staffing availability. Nothing unexpected has been uncovered. 	
13.	<p>Tutshill St Luke Reordering – Update (JP) :</p> <ul style="list-style-type: none"> • New oil-filled electric heaters have been installed by our church electrician Tim Howells in the small WC and St Luke's Room corridor. He has also decommissioned the hand dryer and the wall mounted heater in the old kitchen, but the water heater for the toilets is still operational. • JP to ask JME Plumbing to move the water heater from the old kitchen to the adjacent large unisex WC. Once this has been done, the old kitchen can be refurbished according to use to be defined by the PCC. ACTION JP • The lights in St Luke's Room have been replaced with LED lights so lagging can now be put over them in the loft area to improve insulation • RR will ask Tim Howells for a quote to install solar bollards along pathway and replace all outside bulbs with 200W equivalent LEDs ACTION RR • Annual gas boiler service by JME is due February 2025 ACTION JP 	<p>JP</p> <p>RR</p> <p>JP</p>
14.	<p>Tidenham Chase St Michael & All Angels Repairs– Update (BD) :</p> <ul style="list-style-type: none"> • Donations and bequests have helped build a small pot of money for repairs. • JP and consultant surveyor investigating the areas of the roof that are leaking. Costs for repair have been estimated between £12-20k, but specifications and quotes will be obtained from local contractors used at Tidenham church. • Some 10 years ago a report had been produced for PCC showing the extent of the damage at the east end of the chancel. IG agreed to forward the report to JP to forward to our church architect Philip Belchere of Hook Mason. • BP and IG are meeting a parishioner to discuss their kind offer of fund raising building repairs. Chase church is not listed, so VAT cannot be reclaimed. • BD will replace light bulbs in Chase Church and clean the lampshades. 	<p>JP</p> <p>BD/IG</p> <p>BD</p>
15.	<p>Evening Get-Together for New Members of our Congregations:</p> <p>NB suggested an evening get together for new congregants to share their stories and get to know each other. NB agreed to put the idea to the group. ACTION NB</p>	NB

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16.	Evening Social for Those who Worked on the Parish Profile: <ul style="list-style-type: none"> RR and MM proposed a social evening for the team that worked on the parish profile plus the three PCCs This was well received and it was agreed that PCC should hold the event, with a suggested date of 6th February. RR to organise and contact relevant people. ACTION RR 	RR
17.	Safeguarding: No issues reported.	
18.	Health & Safety: Plaster fell from the ceiling of Tidenham Church chancel, while there was no-one in the church. See item 12 above.	
19	AOB	
a.	IG confirmed that a new church Electoral Roll is due to be created this year and all existing church members will need to reapply. IG will co-ordinate. ACTION IG	IG
b.	IG agreed to complete the Annual Statistics for Mission Return ACTION IG	IG
c.	PCC Net Zero Plan. Certain goals will not be completed by January, but NB proposed and AP seconded that the Plan should still be adopted. All agreed. ACTION IG	IG
d.	A Church Near You (ACNY) Website errors. NF noted that ACNY: - <ul style="list-style-type: none"> states that the Christingle on 2 February is at 10.30 instead of 11.00am. still shows Revd David Treharne with his email as the contact Safeguarding page has incorrect references which need correcting ACTION AS to revise ACNY information	AS
e.	The Parish Share 2026 proposal will be reviewed in the Finance Committee on 28 January and at the 4th February PCC meeting. JP advised that the Diocesan Board of Finance plans to meet individual PCCs on 29th April to discuss the proposals.	
f.	NF asked if there is a plan to recruit a new PCC Secretary. RR and BD are legally responsible for this activity when there is no secretary, but matters can be missed. Further thought will be given to targeting volunteers. ACTION RR/BD	RR/BD
g.	The Trustees' Report and Annual accounts for 2024 must be submitted to the Charity Commission by 31 October. IG agreed to co-ordinate the various elements that have to be reported to the Annual Church meeting on 11 May. ACTION IG	IG
h.	RR requested that PCC be presented with a proposal for the replacement CYF Missioner with the new employee in place by August 2025. A small team to develop the proposal to include NB, NF, ED, Jo Wetherall and Non van den Braak. ACTION ED	ED
i.	IG advised that Eve Mcleod is not seeking accreditation for the CYFM (Introduction to Christian Ministry) Course, so there will be no financial impact upon the PCC.	
	Closing Prayer: RR read the vacancy prayer and BD closed with the Grace. Meeting closed at 21:50. Next meeting St Luke Tutshill 4th February 19:30	