

# 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 09<sup>th</sup> December 2025

ITEM		ACTION
1.	<b>Attendance:</b> Chair: Robin Riordan (RR); Revd Nicki Bullivant (NB), Paul Coombs (PC), Nicholette Flatman (NF), Angela Fryer (AF), Iain Gardiner (IG), Molly Mayo (MM), Andy Palmer (AP), Emma Phillips (EP), Susan Riordan (SR), Marilyn Turner (MT) and Tanya White (TW).	
2.	<b>Welcome.</b> NB read Isaiah 40:31 "Those who wait for the Lord shall renew their strength, they shall mount up with wings like eagles, they shall run and not be weary, they shall walk and not faint." Although we are delighted at the appointment of a new vicar for our parish, we still need to wait on the Lord. NB opened in prayer.	
	<b>Apologies</b> for absence: Brian Duerden (BD) and James Parsons (JP).	
3.	<b>Declarations of Interest:</b> NB, EP, IG and PC: item 7 Appointment of Vice Treasurer.	
	<b>ITEMS FOR DECISION [information had been distributed to members in advance]</b>	
4.	<b>Items from the Finance Committee (FC) meeting held on 01 December</b> (See Minutes)	
4.1	<b>Revised Draft Finance Policy.</b> The changes proposed by the FC are that the FC have seven members at least during the transition period after the new vicar arrives, a reference to our new 1-page "Staff pay arrangements" document, plus references to quarterly reviews of PCC's ability to pay its parish share and the need to shred documents after 8 years. After a brief discussion, MM proposed, NB seconded and all agreed.	
4.2	<b>Revised Draft Reserves Policy.</b> The Charity Commission requires charities to review their Reserves Policies. While our costs have reduced slightly e.g. lower utility costs versus a higher parish share, the overall picture is unchanged, so FC proposes that the Reserves Policies remain unchanged: £22k in the unrestricted general fund and £5k in the main restricted funds. As there were no comments, SR proposed, MT seconded and all agreed.	
4.3	<b>Proposed PCC / APCM dates in 2026.</b> NB proposed, AF seconded and all agreed dates : - <ul style="list-style-type: none"> <li>• PCC on Tuesday 14 April,</li> <li>• APCM – Sunday 17 May at 12 noon in Tutshill church, <i>and</i></li> <li>• PCC on Tuesday 9 June.</li> </ul>	
4.4	<b>Church Hire Charges 2026 – Tutshill and Tidenham (RR).</b> The updated hire document now includes Tidenham. MM proposed, MT seconded and all agreed to FC's proposal to increase the hourly church hire charge by £1 to £13.50, and to increase the hourly hire charge for St Luke's Room by £0.50 to £6.50. <b>ACTION</b> RR to finalise and post on website.	<b>RR</b>
4.5	<b>Net Zero Plan (NZIP) Revised for 2026</b> The Plan has been updated. It is now a requirement for all applications for faculties to refer to the NZP. As there were no comments, MT proposed, PC seconded and all agreed.	

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4.6	<p><b>Application for a Faculty for a new bench in Tutshill churchyard (RR)</b></p> <p>RR had provided details of the size and style of the proposed new bench to be located overlooking the area set aside for cremated remains, and adjacent to the one in memory of Beryl Norfolk. The family has provided the following words to be engraved in Times New Roman CAPITAL LETTERS on the new bench slats.</p> <p>“IN LOVING MEMORY OF / ALICE AND JACK ARMOUR / SHEILA AND LAURIE KILLMARTIN BELOVED PARENTS AND GRANDPARENTS / LOVED ONES DEARLY MISSED EVERYDAY”</p> <p>PCC discussed the proposal and the implications / options for additional benches in our churchyards. PCC agreed that NF make enquiries of the interested parties and RR check if the Area Dean needs to be involved in the process while we are in vacancy.</p> <p>Meantime AP proposed, NB seconded and the majority agreed that subject to the satisfactory conclusion of discussions with all interested parties and the Area Dean, a formal resolution to apply for a faculty should go ahead. NF requested her dissent be registered in the minutes as the process had not yet been completed. <b>ACTION</b> NF and RR.</p>	<p>NF</p> <p>RR</p>
4.7	<p><b>GDPR – Retaining information from funerals and baptisms (Data Protection)</b></p> <p>Two new draft policy documents had been circulated that set out the arrangements for keeping the data needed to allow the PCC to: -</p> <ul style="list-style-type: none"> <li>• hold baptism services and maintain contact with the family after the service,</li> <li>• hold funeral services and invite families to the annual All Souls Service, <i>and</i></li> <li>• maintain contact with the family member(s) responsible for maintaining memorial stones / monuments set up in our churchyards.</li> </ul> <p>PCC noted that PC shreds all financial information after 8 years, i.e. 1 year more than the period that HMRC can ask questions. IG to add this to the Finance Policy <b>ACTION</b> IG.</p> <p>Revd David Treharne’s records of Memorial stones in our churchyards are stored on the PCC’s shared drive. PC holds records of Memorial stones set up since 7 July 2024.</p> <p>AP proposed, NB seconded and all agreed that the policy does reflect what happens, subject to a minor change re the green forms. <b>ACTION</b> IG to check with David Burr.</p> <p>Revd David Treharne’s records of baptism families are stored on the PCC’s shared drive. While the Baptism Register does contain most of the details we need, Kathryn Payne and her sister Heather hold records of baptism families as set out in the policy document.</p> <p>CYFM Aimee Lowe does not hold data on baptism families who are not church members.</p> <p>NF proposed, MT seconded and all agreed that the new baptism policy does reflect what now happens. <b>ACTION</b> IG to issue the policy to Kathryn Payne.</p>	<p>IG</p> <p>IG</p> <p>IG</p>
4.8	<p><b>Chase Electrics</b></p> <p>After the installation of surge protection and a new distribution board on 06 August, all circuits are routed via a single main fuse. This blew on 19 October when all overhead and underpew heaters were used at the same time. Our church electrician Tim Howells (TH) confirmed we could use <b>either</b> the underpew heaters <b>or</b> 6 out of the 8 overhead heaters.</p> <p>TH has quoted £1100 +VAT to revise the other board to allow all heaters to operate as per previous winters. Money is available in Chase restricted fund for this work, which includes the provision of an ammeter as per the set up at Tidenham church, and is compatible with any future rewiring of the church. AF proposed, NB seconded and all agreed. <b>ACTION</b> RR.</p>	<p>RR</p>
4.9	<p><b>Wi-Fi User Agreement (RR)</b></p> <p>The updated generic version has been circulated and will be posted on our church notice boards. Members agreed with the FC that it would be impossible to keep a user’s register. AF proposed, SR seconded and all agreed the new Wi-Fi user agreement. <b>ACTION</b> RR.</p>	<p>RR</p>

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4.10	<p><b>Church Keys (RR)</b>            Many people have church keys. Our insurer Ecclesiastical requires us to maintain a register. JP has a set of master keys for Tutshill and requests for copies need to be made through RR in order to minimise the number of keys in circulation and to ensure a true copy is made.            PCC agreed to hold an audit of all church keys in January. The Tutshill key safe code will be changed from time to time starting in the new year. There will be a notice telling people to contact the wardens if access is needed. SR proposed, MT seconded and all agreed.</p>	RR/ BD
	<b>ITEMS FOR DISCUSSION</b>	
5.	<p><b>Tutshill path lighting in winter (AP)</b>            In winter the path lighting doesn't last until the end of evening meetings. This is partly due to the lack of sunshine over successive days, which could be addressed by switching off the lights for a few days to recharge the large batteries, but is also due to the absence of a PIR motion detector. <b>ACTION</b> RR to contact TH to establish the cost of adding a PIR.</p>	RR
6.	<p><b>Vacancy for Tidenham Parish Priest (Info from RR).</b>            On Sunday 7 December the Dioceses of Bristol and Gloucester formally announced their appointment of Revd Sharon Gleed (SG) to Tidenham Parish, with her licensing on Sunday 3 May. The delay is partly due to the need for SG to complete her curacy and to celebrate Lent and Easter with her existing parish. SG also needs time to move house. Our wardens shared this exciting news with our church congregations that morning.            Our previous vicar, Revd David Treharne, has sent his congratulations and best wishes.            At present, it's not appropriate to contact SG directly, or to display her photograph in the weekly news briefing, but nearer the time she could be invited to large events.            On behalf of the PCC, IG thanked our wardens for their tremendous hard work during the vacancy, when the buck stops with them. Most church members are unaware of the workload this creates. NB agreed and also thanked the PCC and the many volunteers that kept the parish going, from clergy, lay ministers and readers to flower arrangers and cleaners. This has been an exciting time, a period of growth and enthusiasm, but it has been hard work. The fact that church activities and attendance have remained high is testament to the quality of all their work.            Members thanked NB for all her efforts in holding the parish together during vacancy. Agreed the need to still have a monthly update in the weekly brief. <b>ACTION</b> RR and BD</p>	RR / BD
7.	<p><b>Succession Planning</b>            Members spent some time discussing who might fill key roles in Tidenham parish that were likely to become vacant over the next few years.            One immediate outcome was that EP offered her services to replace IG from 01 January 2026 as he wished to step down as Vice Treasurer and Payroll Officer. MM proposed, MT seconded and all agreed. <b>ACTION</b> IG to meet PC and EP to arrange a smooth handover.</p>	IG, EP, PC
8.	<p><b>Finance</b></p>	
8.1	<p><b>Financial Situation as at 30 November (PC) – usual documents had been circulated.</b>            PC's cashflow paper shows the importance of Gift Aid refunds. The satisfactory outturn for 2025 forms the basis of our proposed unrestricted fund Budget for 2026, which had been distributed to members in advance. FC recommends PCC accept the budget.            It shows static income and only a small increase in parish share, which is the one significant payment totally in our control.</p>	

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8.2	<p><b>Ability to meet our Q1 2026 parish share.</b> In accordance with its Finance Policy PCC reviewed its Q1 2026 financial commitments. PC proposed and AP seconded that PCC authorise PC to pay our monthly £4,703.75 payment to Gloucester Diocese for Q1 2026 i.e. for January, February and March. ALL agreed.</p>	PC
8.3	<p><b>Church collections.</b> The Advent and Christmas trial passing the collection bag has started. The tokens for people who give regularly by standing order are available. Service leaders have been asked to make special mention of the importance of stewardship in all its forms.</p>	
8.4	<p><b>Our Lloyds bank balances</b> at 18:00hrs today: No1 £11,335; No 3 Fabric: £5,215, plus £142K in CCLA on deposit.</p>	
8.5	<p><b>Thanks.</b> NF wished to record the PCC's thanks to PC and IG for keeping our church accounts accurate, up to date and accessible.</p>	
9.	<p><b>Draft Minutes of 11 November PCC Meeting.</b> AF proposed, NB seconded and all agreed that the draft minutes be approved.</p>	
10.	<p><b>Health &amp; Safety:</b> No new reported issues, but RR advised there is a slight slippage on the repairs to the Lych gate roof at Tidenham.</p>	
11.	<p><b>What's coming up? Christmas events / church services across the Benefice</b> The poster setting out main events had been distributed.</p>	
12.	<p><b>Update on Actions / Significant Matters arising from previous PCC minutes</b> The latest document had been circulated but some items are still outstanding. An updated version will be provided to the next PCC meeting to include all items for 2025. Members were asked to review IG's paper and where possible provide an update. <b>ACTION All</b>  There is a plan for a Bishop to bless Tidenham church bell ropes, the revised north aisle and the church office at a special event – date still to be decided.</p>	ALL
13.	<p><b>Let's share some Great News! We will soon have a new Vicar!</b></p>	
14.	<p><b>AOB</b></p>	
14.1	<p><b>St Luke's Church display screens options</b> RR asked members to review JP's 1 page paper, which has been circulated and will be discussed in detail on 10 February. <b>ACTION ALL</b></p>	ALL
14.2	<p><b>Chase Churchyard – safety of gravestones</b> – wardens propose topple testing in January. RR to respond to Tidenham Parish Council request for information, which is surprising as they are responsible for gravestones in closed churchyards. <b>ACTION RR</b></p>	RR
15.	<p><b>ITEMS FOR INFORMATION</b></p>	
15.1	<p><b>Safeguarding Events.</b> There have been no new safeguarding events.</p>	
15.2	<p><b>GDPR:</b> No issues reported.</p>	
15.3	<p><b>Changes to Church Electoral Roll</b> since the last PCC meeting on 11 November: NIL</p>	

**Meeting closed at 21:20** with The Grace.

**Next PCC meeting:** Tuesday 10 February 2026 in Tutshill church at 19:30.