

TIDENHAM PAROCHIAL CHURCH COUNCIL



Minutes of Tidenham PCC Meeting held in St Luke at 19:30 on Tuesday 9th Sept 2025

ITEM		ACTION
1.	Attendance: Chair: Brian Duerden (BD), Robin Riordan (RR); Revd Nicki Bullivant (NB), Nicholette Flatman (NF), Andy Palmer (AP), Emma Phillips (EP), Susan Riordan (SR), Marilyn Turner (MT), Tanya White (TW), Paul Coombs (PC), and Molly Mayo (MM)	
	Apologies for absence: Iain Gardiner (IG), James Parsons (JP).	
2.	Welcome. NB read Proverbs 3: 5-6; We need to listen well to God and to each other as we seek God's direction together, in making decisions for the parish. RR opened in prayer.	
3.	Declarations of Interest: 5.1 and 13 BD	
	PRESENTATION by Wellbeing Chaplain NB on her work – with handout	
4.	See Appendix for NB's paper outlining her regular and ad hoc activities. BD thanked NB for circulating the inspiring reports from her colleagues and partners, which showed her work has far exceeded the original aims of the Wellbeing Project. NB responded that it was only possible due to hard work by many people in "the team". NB and NF explained the fallout they see from the direct cremations process: the body is collected, cremated privately with no family or friends present and a box of ashes is delivered, often through the post. The family and friends realise in hindsight that they have had no time to grieve or say goodbye collectively. There is usually no follow up. In 2024 Mandy Vaughan conducted a <i>Blue Christmas service</i>, which helps people for whom Christmas is not a happy time, often as a result of losing a family member. NB reassured members she is taking appropriate time off.	
	ITEMS FOR DECISION [information had been distributed to members in advance]	
5.	Vacancy for Parish Priest (Info from BD and RR). RR in the chair for this item Things are moving very fast as the Diocese has now received an application form for the vacancy. A formal interview will take place on Monday 29 September provided the full Vacancy Interview Panel (VIP) agrees. Tidenham PCC had previously agreed to form a new VIP, so members will need to agree tonight who should be on the new VIP. Current VIP members for Tidenham parish (RR, JP and EP) have seen the application form and CV. RR had agreed to stand down in favour of BD to enable a better spread of VIP members from our churches. BD, JP, EP and AP had reconfirmed their intention to stand; NF and NB are unable to stand due to their roles in the parish and IG had previously said he did not wish to stand. NF left to create ballot papers for the vote. See item 13 below.	
6.	Items from the Finance Committee (FC) meeting held on 21 August	
6.1	CCLI (Christian Copyright Licensing International) Licences for 2025 / 26 As all sections of the current CCLI licence are still used at Tutshill, NF proposed, EP seconded and all agreed to renew the licence which starts on 01 October. The CCLI licence for Tidenham is valid until May 2026. The decision comes to PCC as the value of the contract £654.69 exceeds the wardens' £500 limit. Members thanked Bill White for managing the licence on their behalf. ACTION IG to write to Bill.	IG

TIDENHAM PAROCHIAL CHURCH COUNCIL

ITEM		ACTION
6.2	New Energy contracts from 01 January 2026 On 8 July PCC authorised PC, EP and IG to agree new contracts on their behalf. Following discussion after the FC meeting on 21 August, a number of quotation were obtained from both our existing and other brokers. The FC reviewed these options and agreed unanimously to accept the recommendation of our existing broker, Jim Hackford of Gaia Energy Bristol. On Friday 29 August we signed a new 3 year contract with BG (British Gas) Lite for electricity and SSE for gas. BG Lite is not green electricity, but our experience with SSE Electricity (the green option) was so awful over the last 2 years that FC could not recommend a new contract with them. Projected savings - PC estimates that the BG Lite contract will save us £870 per annum over the existing SSE contract for electricity, and the new SSE gas contract will save us £568 per annum – a grand total of £1438 per annum. Members thanked the FC and in particular PC, EP and IG for their hard work.	
6.3	Provision of Wi-Fi connected heating controls at St Luke's church JP's quotation from JME Plumbing for £510 to install Wi-Fi connected heating controls at St Luke's church will eliminate the need to come to church to set up the heating and was always part of the reordering proposal. There is no ongoing cost. PC and BD confirmed there was money in the Tutshill reordering fund to cover the work. Although both wardens supported the proposal it was above their financial authority, so TW proposed, MM seconded and all agreed to authorise the work. ACTION JP	JP
6.4	Link Magazine advertising rates from 1 April 2026. Roger Martin who manages advertising in The Link has advised that the proposed rates are acceptable provided they remain unchanged for the next 2 years: - Sixth of a page: £38 (from £35) Third of a page: £75 (from £70) Half a page: £86 (from £80) Full page: £185 (from £175) AP proposed, SR seconded and all agreed to FC's recommendation above. ACTION IG	IG
6.5	Definition of the new "Bereavement Counselling Restricted Fund". MT proposed, PC seconded and all agreed to use the words of Peter Jones' application to the Laing Trust: <i>to attend courses, provide one to one contact and run events.</i> ACTION PC	PC
6.6	Additional lightning conductor for Tidenham church tower. Our usual contractor Graham Rogers planned to instal the previously agreed additional conductor during September, but gave us very little notice. In addition there is now an additional lock on the door giving access to the roof. ACTION IG to contact JP and Graham Rogers to arrange access to the tower for the work to proceed.	IG
7.	Church insurance: Ecclesiastical's proposed new 3-year contract starts on 01 October BD received Ecclesiastical's renewal notice too late for discussion at the FC meeting. They offer to roll over the existing terms into a new 3-year policy to insure our 3 churches for £5,470.94 per annum (incl. tax of £586.17). BD advised this 10% increase on our current policy seems in line with what has been happening in the insurance industry in general. Members recalled that FC had unanimously agreed in February to recommend that PCC renew the existing policy with Ecclesiastical when it was due for renewal. MM proposed, AP seconded and all agreed to renew the policy with Ecclesiastical. ACTION BD Members were reassured that the presence of a pool for full immersion baptisms should not pose a problem with the underfloor heating, as the floor is sealed and the pool will be 3 metres away from any electrical sockets.	BD

TIDENHAM PAROCHIAL CHURCH COUNCIL

ITEM		ACTION
8.	Chase church repairs. Our church architect Philip Belcher (PB)'s specification for the proposed work, is estimated to cost £25k + VAT. As Chase church is not listed, VAT is not reclaimable. This proposal builds on PB's 2022 Quinquennial Inspection and recent visits with JP and BD. We can't apply for grants until we have a faculty, so RR proposed, NB seconded and all agreed to apply to the Diocesan Advisory Committee (DAC) for a List B faculty in accordance with PB's Schedule of Repairs ref 8551 dated July 2025. Church electrician Tim Howells updated the distribution board and installed surge protection on 6 August. BD agreed to let everyone know what is happening especially Susanna Jacks and Angela Fryer, who have ideas for fundraising. ACTION BD	BD
9.	Proposed Parish share 2026 Members discussed the letter dated 29 August from Archdeacons Hilary and Katrina, Lisa Gardner DBF Chief Financial Officer and David Roberts, Chair of Gloucester DBF. Their proposal is to increase our existing 2025 commitment of £55,015 by 2.6% to £56,445. PCC noted that next year we expect to save £1438 on our revised energy contract, so this £1430 increase is achievable. PCC aims to agree to the new request and if possible to edge back to the full amount, as paid in 2024. This discussion does not amount to a commitment to pay £56,445 in 2026. ACTION JP to note, as Forest Deanery Treasurer.	JP
10.	Gloucester diocese' new Employee Handbook [145 pages], IG has reviewed and made all the necessary alterations in red text in our own Employee Handbook [131 pages], which we now need to give to our new CYFM Aimee Lowe (AL) and also to NB. There are 2 key changes in section 5: Family Friendly Policies: • a new Carers Leave policy at 5.7 [page 90] <i>and</i> • a new Neonatal Leave policy at 5.9 [page 94]. Other changes include Section 2.5 Redundancy Policy, where there is a new section 1.4 on Pregnant Employees on page 24. RR proposed, NF seconded and all agreed to issue the revised Employee Handbook. ACTION IG to issue the revised Employee Handbook to AL and also to NB.	IG
11.	List of Parish Appointments NF proposed, AP seconded and all agreed to reissue the List, which includes all recent changes – e.g. departure of 3 staff: Annabelle Stephens, Emma Durbin, Eve Mcleod and our Parish Safeguarding Officer Rosalind Seward. It is a working document, but please let IG know of any errors. ACTION ALL	ALL
	ITEMS FOR DISCUSSION	
12.	CYF Minister appointment NB confirmed that Aimee Lowe's first week had been very positive, including a meeting with NB and the churchwardens. Members are very enthusiastic about the appointment. Aimee wishes to record her thanks to everyone for her very warm welcome at Tutshill church on Sunday 7 September. She plans to visit the other churches later.	
13.	Voting for the Vacancy Interview Panel (VIP). RR chaired this item, a follow on to item 5. Voting took place using the same rules as on the previous occasion. RR counted the votes and NF verified the results as neither was standing. The new VIP is JP, BD, EP with AP as reserve. St Briavels and Hewelsfield are to decide on their two VIP representatives. VIP to decide on 10th if they want to interview the applicant on 29 September.	

TIDENHAM PAROCHIAL CHURCH COUNCIL

ITEM		ACTION
14.	The organisation of the interview day (RR chaired this item) Letter from Archdeacon Hilary (ADH) states the day will start with “Welcome to benefice, meet Area Dean and key people, interview in the morning. Applicant has already visited the benefice”. The interview will take place at Tutshill church, as the usual Coffee morning has been cancelled. AP agreed to reprise his work for the previous interviews. RR to liaise with ADH to finalise the plan of the day as we wish to have lunch with the applicant, and show the applicant around the parish. ACTION AP and RR.	AP / RR
15.	Parish Administration tasks (BD resumed the chair) The List of Parish Admin tasks as set out in the Appendix to the 8 July PCC minutes is bedding down and in view of the possible arrival of a new vicar, PCC decided to defer any alterations until after the interview on 29 September. RR confirmed that the new parish admin email address is tidenhamadmin@gmail.com as the tidenhamadmin@btinternet.com has been closed down and if you use the bt.com email address you will receive a note to explain the change.	
16.	Parish Safeguarding Officer (PSO) Vacancy. (RR) No-one has come forward to fill the post. Minutes of the Safeguarding Committee will be distributed, but it has decided to make the role more attractive by stripping out the admin work. The PSO’s main duty is to provide policy and leadership, as we already have DBS checkers. EP offered to assist with DBS checks. The Safeguarding Committee plans to bring forward a proposal to the next PCC meeting on 14 October. ACTION RR	RR
17.	Financial Situation as at 31 August (PC) – usual documents had been circulated.	
17.1	Current Account has improved as we have now received both Q1 and Q2 gift aid claims.	
17.2	The Outturn is still achievable, and we do appear to be able to pay our £55k parish share until the end of 2025. Revenue is static and costs are rising; each month we are still paying out more than is coming in. As we still anticipate a shortfall of £4k +/- 10% by year end, we do need to raise funds to cover the day to day running of the parish.	
17.3	Stewardship Campaign MM concerned that not enough is being done to enable our congregations to support the work of our parish, and suggested regular reminders to every one of just how much it costs to keep the parish functioning. The collection plate is now taken up to the altar In every church service. TW suggested the winter edition of The Link would be a good time for an article on giving by Standing Order. ACTION Finance committee (FC).	FC
18.	Draft Minutes of 8 July PCC Meeting. Following minor changes, a revised draft had been circulated. NF proposed and MM seconded that the minutes be approved. All agreed.	
19.	Matters arising from previous PCC minutes Tablet for the CYFM. AL is happy to use her own laptop, but needs to be aware of using this at work when other people may accidentally gain access to her personal files. RR to ask AL to set up a Tidenham Parish CYFM account for use on church premises. ACTION RR NB confirmed the cupboard in St Luke’s room can lock – and is available to store AL’s attendance documents for Toddlers Groups etc.	RR
20.	Chase churchyard (BD). As Philip Blatchly Snr. is in hospital there has been little progress in the plan to hire JCB (@ £500 per day) to mark and dig out the next row of graves.	

TIDENHAM PAROCHIAL CHURCH COUNCIL

ITEM		ACTION
21.	Ride 'n Stride, Saturday 13 September Although no-one has volunteered to organise this year's event for our parish, as part of <i>Heritage Open Days</i>, England's contribution to the European Heritage Days, Tidenham Church will be open with light refreshments available from 11:00 – 13:00. Chase church will be open as usual. Neither church is on the Ride 'n Stride churches trail.	
22.	Tidenham Church – update (BD) Chancel ceiling repairs: application for a faculty has been submitted. Fundraising needed. Installation of 2 x chandelier heaters in north aisle to take place by 19 September. Preparatory work revealed evidence of a previous plaster ceiling. POST MEETING NOTE – the heaters were successfully installed on 18 September.	
23.	Fire Safety Course to include practical experience on Saturday 18 October 10:00 – 13:00. Location: Tutshill church. IG to invite churchwardens, deputy wardens, CYFM as they are the nominated fire marshals for our buildings and events we organise in them. ACTION IG The Person in charge of an activity takes on fire marshalling duty in that building. PCC resolved that our congregation need to be made aware of what to do in the event of a fire: follow the instructions of wardens / sidespersons. ACTION RR / BD. Fire marshals and defibrillator location to be added to our hiring contract ACTION IG	IG RR/BD IG
24.	The new Fire extinguisher contract starts on 30 September, when we will own all the equipment, which should last for 10 years but recharged after 5 years. POST MEETING NOTE from PC sent out to all PCC Members The total cost should have been reported on 9 September as a <i>one-off cost</i>: £1286 + £257 VAT, a total of £1,543.20, <i>plus</i> a £90 annual inspection fee. The significant increase is due to the additional fire extinguishers and fire blankets identified in PC's recent site visits with the engineer from DBC Solutions: • Tidenham's existing 5 items will double to 10 (9 extinguishers + 1 x new fire blanket) • Tutshill's existing 5 items will increase to 7 (6 extinguishers +1 x new fire blanket) • Chase's existing 3 items will increase to 4 extinguishers. Chubb's existing 13 fire extinguishers across all three churches will be replaced by 19 extinguishers and 2 fire blankets all owned by the PCC. Our new fire arrangements will mean our buildings will be much better protected and hopefully be cost free for at least 5 years, apart from £90 annual inspection fee. Having had contact with all the other Finance Committee members it is their unanimous opinion that the DBC Solutions contract should go ahead as planned as it still provides excellent value for money, and the Chubb contract will cease at the end of September. The existing Chubb contract set up 5 years ago costs £437.82 per annum, so allowing for inflation and the 50% additional fire equipment, a new 5 year Chubb contract would probably have amounted to a total of £3750, against the anticipated £1994 cost of our new contract with DBC Solutions.	
25.	What's coming up? • Deanery Synod open meeting in Bream church Thursday 18 September: 7.15 pm. JP and MM unable to attend, NB attending. Agenda not yet published • Gardening working party at Tutshill churchyard 0900 -1200 on Saturday 20 September • Next Five Churches Fellowship Gathering on Monday 29 September at St Briavels • Harvest Services Sunday 5 October info will be in the briefing; no food event • St James Church Bream renewal weekend 10 – 12 October, included in our briefing	

TIDENHAM PAROCHIAL CHURCH COUNCIL

ITEM		ACTION
26.	Let's share some Good News! • CYFM has started work. • Beryl and George's anniversary celebration in Tutshill was very well received. • Eve Mcleod has had her baby. • Three parishioners who were waiting for operations have had them.	
27.	AOB	
27.1	NB to commission EP and Fiona Gardiner as Worship Leaders, plus Peter Jones as Bereavement Visitor and re-commission the Pastoral Care Team. Dates To be advised.	
27.2	Christmas events • Christmas Crackers 5 on Friday 12 December • Tidenham Parish Christmas trees festival. Theme this year is nursery rhymes. The trees are going up in Tidenham church on Saturday 20 December. • Nine Lessons and Carols - 3pm on 21 December at Tidenham church as usual.	
27.3	Tidenham Parish cohesion Members suggested that an article needs to go into the Link / weekly brief explaining how much has been achieved in recent years at both Tutshill and Tidenham churches to make them fit for the future, and that Chase does now need money spent on it. This information is needed to show everyone that all three churches are part of Tidenham parish and we are stronger together. There is also confusion in that people see lots of money spent on church buildings while we still say we need money for running the parish day to day.	
28.	ITEMS FOR INFORMATION	
28.1	Safeguarding Events. There has been one new safeguarding event that has been dealt with the appropriate authorities.	
28.2	Health & Safety: No new reported issues.	
28.3	First aid training courses held on 19 July and 10 August were very successful. Thanks to those who attended and to the trainer John-Ross Henderson.	
28.4	Annual return for 2024 submitted to the Charity Commission on time on 25 August	
28.5	Chepstow Churches Together's CAP money management course is running in local churches in September. RR is one of the tutors.	
28.6	GDPR: No issues.	
28.7	Tidenham Church clock annual maintenance successfully carried out on 14 August.	
28.8	Changes to Church Electoral Roll since the last PCC meeting on 8 July: Bob Smith passed away on Sunday morning 7 September.	

Meeting closed at 21:50 with the Grace.

Next PCC meeting: Tuesday 14 October in Tutshill church at 19:30.

Wellbeing Chaplain Annual Report to Tidenham PCC

Occasional Activities.

Bereavement Support Group. Bereavement visits, chaplaincy chat room, Church Services: Journeying from Grief to Hope, All Souls, Blue Christmas Service (Hewelsfield, Mandy Vaughan), Bereavement meals, referral to other agencies. Formation of Bereavement Support Team made up of those who have undertaken the Bereavement Training from the Diocese.

Easter and Christmas Parties in partnership with Sedbury Space, Two Rivers Housing, Tidenham Parish Council, and the Salvation Army.

Pastoral visits.

Other Activities.

Little Larder St Luke's. Restocked twice a week, many in the community access the Little Larder which is stocked with contributions from individuals within the community and by financial donations from individuals and groups/businesses e.g. The Rising Sun at Woodcroft gifted £120 having raised funds from a quiz night.

Community Fridge in Sedbury. Two Rivers Housing have provided a room in their community building, they also bought a deep freeze, the stocking of which is funded by grants and donations from individuals, groups and businesses.

Partnerships with: -

- GP practices
- St David's Hospice
- Two Rivers Housing
- Tidenham Parish Council
- Salvation Army and other churches and agencies within the Forest of Dean
- Walkabouts with the Police.

Successful Breakfast Club with additional provision of activities and packed lunch. The Chairman of the Parish Council attended one of the first breakfasts and as a result of his visit and the need that he saw, a £1000 grant was received from the Parish Council's Poor's Allotment Fund to stock the community fridge in Sedbury to enable the weekly food drops to continue.

Monthly Youth Activities, a partnership between Tidenham Parish Church, Sedbury Space, Offa's Mead School and Tidenham Parish Council.

Wellbeing Chaplain Annual Report to Tidenham PCC

Weekly Activities.

Monday.

Bible Study at Sedbury Space. Seven regular participants with two others attending occasionally.

Tuesday.

Pilates regularly attracts 14-16 ladies and gents. The majority do not attend a church and yet the conversations afterwards at 'Lattes after Pilates' often involve discussions about faith. Many strong and supportive friendships have developed.

One Stop Café when other commitments allow.

Wednesday.

Healing Eucharist regularly has 8-10 people attending, 2 of the attendees are not members of our worshipping community,.....

Castleford. Alternating Eucharist and pastoral support of residents and staff.

Thursday.

Chaplaincy Chat Room at Sedbury,

Booking system for GP referrals and self-referrals.

Evening Prayer at Sedbury Space. 4 regular attendees,

Monthly Activities.

Monthly Parish Coffee Morning

Parish Lunch.

Community Lunch at Sedbury Space.

Twice a month Cancer Café. Run by a local couple in partnership with Aneurin Bevan Health Board, Sedbury Space.