

TIDENHAM PAROCHIAL CHURCH COUNCIL



Minutes of Tidenham PCC Meeting held in St Luke at 19:30 on Tuesday 13th May 2025

ITEM		ACTION
1.	Attendance: Chair: Robin Riordan (RR); Brian Duerden (BD), Revd Nicki Bullivant (NB), Paul Coombs (PC), Nicholette Flatman (NF), Iain Gardiner (IG), Molly Mayo (MM), Susan Riordan (SR), Marilyn Turner (MT), Tanya White (TW), plus Emma Durbin (ED), CYF Missioner, who attends PCC as an observer.	
	Apologies for absence: Andy Palmer (AP), Emma Phillips (EP) and James Parsons (JP).	
2	Welcome to Marilyn and Susan attending their first PCC meeting, having been elected at Sunday's APCM; also to Paul who had been re-elected to the PCC, and to our Parish Safeguarding Officer Rosalind Seward (RS), who attended for only item 5. NB read from Phil 4:4 and opened in prayer.	
3	Election of PCC Secretary and Treasurer. NF proposed and NB seconded that Iain Gardiner be reappointed PCC Secretary and Paul Coombs be reappointed PCC Treasurer. Agreed unanimously. RR and BD thanked IG and PC for their work.	
4	Declarations of Interest: NIL	
5	SAFEGUARDING PRESENTATION by Rosalind Seward (RS), Parish Safeguarding Officer	
5.1	Revised and updated Parish Safeguarding Policy. RS summarised the changes and commended the Policy to the PCC. This included a revised Safeguarding complaints policy based on the updated Parish complaints policy. NB proposed, TW seconded and all agreed that PCC accept the revised policy. Children's faces. PCC agreed to remove all such images from its website and Facebook accounts to prevent people stealing children's images. Backs of children's heads are OK and faces should be blurred. Parents can take pictures in church, but must not share them on social media. RR confirmed that we have wiped all such images from our Facebook pages and from our website. NB has advised Sedbury Space to do the same.	ALL to note
5.2	Policy Statement on Recruitment of Ex-offenders [draft previously distributed by RS] Bishop Rachel has requested all parishes to endorse the Diocese's 2018 policy statement. There are no current issues in our parish; BD proposed and MM seconded that PCC accept Gloucester Diocese's 2018 policy statement. Agreed unanimously.	
5.3	Safeguarding Action Plan (SAP). Every parish has to produce a SAP (See Appendix 1). Tidenham Parish is at Level 2. Members reviewed Key outstanding action points: – <ul style="list-style-type: none"> • PSO to make a presentation to PCC every 6 months. ACTION RS • additional leadership training for Churchwardens. ACTION RR and BD • Create a List of church activities. ACTION RS NB proposed and TW seconded that PCC approve the SAP. Agreed unanimously.	RS RR, BD RS
5.4	Safeguarding Events RS confirmed there had been no new safeguarding events.	
5.5	Summary. PCC thanked RS for keeping the parish updated on its legal duties. While the dashboard has a few items requiring attention, they are all in hand. Once addressed the Parish's SAP will move onto Level 3.	

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	ITEMS FOR DECISION [information had been distributed to members in advance]	
6	Revised Parish Complaints Handling Policy: Issue 2 (IG) The Area Dean is involved if a complaint is not resolved at Parish level. NF proposed and PC seconded that PCC accept the slightly revised 3-page Policy. All agreed.	ALL to note
7	List of Parish Appointments 2025/26 – a Working document subject to change. RR thanked IG for this useful list, which includes those authorised to administer home communion. NF proposed, MM seconded and all agreed that PCC accept the document.	ALL to note
8	Matters arising from PCC Finance Committee (FC) meeting held on 09 May. The 3-page draft minutes had been circulated and were commended to PCC members.	
8.1	Parish share 2025 / 2026: Meeting at Bream on 29 April with Archdeacon Hilary (ADH) and members of Gloucester Diocesan Board of Finance (DBF). RR, PC, NF and IG summarised the meeting with ADH, David Roberts (DBF Chair), Lisa Gardner (DBF Head of Finance) and her aide Helen Crawford, to discuss DBF proposals for the 2026 Parish Share process in light of the Diocese's current and likely long term financial situation. Members of St Briavels and Hewelsfield also attended. Many parishes are facing serious financial challenges, so despite the quoted £83k cost of a parish priest, ADH wants each parish to consider what it can afford after an honest assessment of its liabilities. RR had thanked the meeting for its honesty and said that Tidenham PCC was probably going to reduce its 2025 Parish share commitment. The FC took heed of ADH's advice. The outturn shows our general fund to be £18k in the red by 31 December unless we reduce our Parish share now. BD stressed charity trustees' duty to keep a charity solvent. As we have already paid £30k, the FC proposes to cancel the standing order and make 7 payments @ £3.5k, to achieve £55k total; this to be reviewed every 3 months. After discussion, SR proposed and NB seconded that PCC accept the FC's proposal of a revised monthly parish share: £3.5k. All agreed. PC was tasked to write to DBF and to the Chair and Treasurer of Forest Deanery to make them aware of our revised parish share commitment for 2025. ACTION PC.	PC
8.2	Funding Children, Youth and Families (CYF) work in Tidenham Parish (BD) ED concludes her CYF Missioner contract this summer. FC confirmed it had received sufficient guarantees to fund part-time CYF work for 2 years, so it proposes that PCC: <ul style="list-style-type: none"> match the workload to the funds available and so create a Job description (JD) to enable the advertisement to be finalised asap for a 01 September start date, advertise for a new part-time (3 days per week) CYF post, engage the church community to raise funds <i>and meanwhile</i> take steps now to mobilise volunteers to ensure that our vital CYF work continues in the event there is no-one in post for 01 September. Members debated the pros and cons of <ul style="list-style-type: none"> a term-term only post vs one including school holidays; the possibility of sharing a full time post with Bream as their youth workers are moving away this summer, but concluded this was probably not workable. Members agreed the JD to be circulated to members quickly and agreed via email before submission to Gloucester diocese to place the advert. ACTION NF After discussion, NB proposed and MT seconded that the wardens urgently progress the advert for a part time (3 days per week) CYF post. All agreed. ACTION BD/RR	NF BD/RR

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8.3	<p>Parish Administration after 31 August (RR)</p> <p>Annabelle Stephens (AS) concludes her contract this summer. Wardens have proposed how to distribute her workload to ensure the parish continues to function efficiently: -</p> <ul style="list-style-type: none"> • NB to distribute mail / documents / service sheets to the churches • PC to manage procurement and liaison with Gloucester Funerals i.e. the practical arrangements plus the people needed to hold a funeral, and the crib sheet • BD to ensure liturgy etc on weekly briefs is accurate • RR to manage weekly brief production, social media and website calendar • RR and BD to manage church bookings' diary <p>RR to discuss the full list with AS. We use Mailchimp because sending an email with too many addresses may be treated as spam and you risk losing your account. MM thanked members for picking up the additional duties. After discussion, MM proposed and IG seconded these arrangements. All agreed. ACTION All named above.</p>	ALL
8.4	<p>Fire equipment contract – when Chubb contract ends this autumn. (PC's paper)</p> <p>PCC reviewed the options and associated upfront and ongoing costs of using one of the local contractors used by Forest churches and businesses, as Chubb's renewal offer was too expensive. FC proposed and PCC agreed that the successful contractor should procure and maintain our fire equipment. This option is more expensive than buying our own equipment, but it avoids the scenario of our contractor refusing to maintain kit that he thought deficient; we cannot leave our churches unprotected.</p> <p>MM proposed and TW seconded that PCC authorise PC to progress a contract with DBC Lydney, including new fire blankets at Tutshill kitchen as its blanket is now eight years old and at Tidenham, as it now has a kitchen. Members thanked PC for his thorough and detailed report. Agreed unanimously. ACTION PC</p>	PC
8.5	Electrical work at Chase and Tutshill churches. (RR)	
8.5.1	<p>Chase. Our church electrician Tim Howell has quoted £1650+VAT for surge protection and to update the distribution board. NB requested the noisy contactor be replaced. PC proposed and NB seconded that PCC accept the quotation. All agreed. ACTION RR</p>	RR
8.5.2	<p>Tutshill path lighting must be improved before winter to ensure the safety of people attending evening meetings. Some felt Tim Howell's quotation: £2.5k + VAT excessive, though members agreed the five bollards had to be robust and well secured to prevent theft. The bollards are to be sited to the north side of the path to avoid graves and to minimise damage from grass cutting. After discussion TW proposed and MM seconded that PCC accept the quotation. Majority Agreed. Two voted against. ACTION RR</p>	RR
9	<p>Dr Emma Phillips' Application to Gloucester Diocese for Reader Training</p> <p>EP's application was warmly welcomed by all 10 PCC members. NB proposed and PC seconded that the PCC support Dr Emma Phillips's application for Reader Training. They further resolved that if Dr Emma Phillips is selected for training they will encourage, uphold and nurture her during the training period. Agreed unanimously. ACTION NB and IG to confirm the PCC's decision to Gloucester Diocese.</p>	NB/ IG
10	<p>Dr Emma Phillips' Worship Leader Course (proposal had been circulated to members). This was welcomed by everyone. NF proposed and MT seconded that the PCC formally support this application. Agreed unanimously. JP will add EP's name to the rota once she has completed the course in July.</p>	

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11	<p>Emma Durbin's additional youth visits to BRANCH at Cinderford</p> <p>The previously approved 4 May visit was successful. Now that BREATHE has ceased ED plans to go each month to BRANCH, which is run by Jonathan Kear, a long established church leader in the Forest and accepted by both Sportily and Gloucester Diocese. NF had previously taken our youth to Branch. NF proposed, SR seconded and all agreed that our Youth Group attend BRANCH each month. PCC noted that we now partner with Chepstow Boys Brigade as the Bridge church youth meetings have ceased.</p>	
12	<p>Emma Durbin's plan to host CYFM Prayer Breakfast on 12th July at St Luke's church.</p> <p>Jonathan Kear has run monthly Prayer Breakfast for many years, which NF confirmed we have previously hosted. NF proposed and NB seconded that we host the prayer meeting. Agreed unanimously. ACTION ED</p>	ED
13	<p>Family Fun Day for the whole parish after Tutshill Sunday service 6th July.</p> <p>SR proposed and BD seconded that the event take place subject to the usual risk assessments. Agreed unanimously. ACTION ED</p>	ED
14	<p>Love your Burial Ground week: 7 – 15 June: Chase Churchyard. NB proposed and BD seconded that we register for this initiative from <i>Caring For God's Acre</i> provided there are volunteers. All Agreed. ACTION BD / IG to speak to Chase Deputy Wardens.</p>	BD / IG
15	<p>RECOGNISE (7-13 July) is a CoE national week of recognition for everyone involved in ministry with children, young people, and their families (CYPF). The celebration is part of the 30k Project which aims to bring 30,000 new children and youth leaders into the Church of England by 2030. As we have CYPF Ministry, we can register using this link, and the Diocese will send us a free RECOGNISE pack at the end of June. See Celebrate Children, Youth and Families Ministry with 'RECOGNISE' – Diocese of Gloucester. BD proposed and MM seconded that we register for RECOGNISE and for the 30k Project. Agreed unanimously. ACTION IG</p> <p>While we have arranged a family fun afternoon at Tutshill on Sunday 06 July, the CoE has asked churches nationwide to make space in their usual church services on Sunday 13 July to celebrate and thank those involved in this vital ministry. See RECOGNISE The Church of England. Wardens agreed to use 13 July to present ED with a letter from Bishop Robert to all our volunteers working with children youth and families. It will also be Revd Bro Tom Clammer's last service on the Regular Sunday Preaching Rota.</p> <p>As part of the 30k Project, Barrie Voice, Gloucester Diocese's Senior Youth Connector wrote to ED on behalf of Bishop Rachel to ask if our youth wanted to participate in a video to be sent to children in Denmark, but our Safeguarding policy on filming children's faces means we can't do so. ED has accepted an invite to Lambeth Palace on Tuesday 8 July as one of two CYF Ministers from Gloucester Diocese.</p>	IG
	ITEMS FOR DISCUSSION	
16	<p>Current Finance Update. PCC noted PC's reports on the status of each restricted fund, plus a new report on the <i>Outturn</i> i.e. the expected year-end figures for General Fund Income and Expenditure. Our Lloyds bank balances at 18:00hrs today: No1 £22,372; No 2 £5,341; No 3 Fabric: £5,423, plus £152K in CCLA on deposit.</p> <p>We await Jim Hackford's proposal for a new utilities contract after 31 December.</p>	
17	<p>Feedback from APCM on 11 May: Attendance at 31 very similar to 2024. Positive response from those present. Start time should be 12:15 to allow a gap after morning worship. Agenda documents were sent out by Mailchimp to minimise waste. PCC agreed Angela Fryer could be co-opted onto the PCC until the 2026 APCM once she has been on the church electoral roll for 6 months.</p>	

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18	<p>Monitor Screens in Tutshill Church – Update (RR / NF)</p> <p>Brief debate concluded that JP has taken measurements, but the size of the monitors has not been finalised. The location is already set out in the faculty application:</p> <ul style="list-style-type: none"> • 1 x flat screen above pulpit plus 1 x screen in line with hymn board <i>plus eventually</i> • 1 x screen for the north aisle <p>Although many churches in our diocese have monitors, the DAC is reluctant to issue the faculty we need to instal them. RR to revise the faculty application. ACTION RR</p>	RR
19	The Vacancy – readvertised on 9 May , with an interview date of 23 June.	
19.1	<p>The composition of the Vacancy Interview Panel (VIP), currently RR, JP and EP.</p> <p>After discussion, members agreed not to reselect the VIP, but BD and RR as wardens will meet JP, EP and our reserve AP to agree a proposal to put to the 10 June PCC meeting. Members stressed the importance of having a female on the panel, plus someone who knows all three of our church congregations. ACTION BD/RR</p>	BD/RR
20	<p>Focal Ministry – open meeting in Bream church 13 May (RR / NB/ NF)</p> <p>As fewer people come forward to train for CoE ministry, the Diocese is encouraging lay church members to accept leadership roles, to ensure every parish has an effective focus. Forest Deanery is piloting Focal Ministry in the diocese and the open meeting is an opportunity for those seeking a future role to explore what is involved with Area Dean Revd Bea Erskine, Revd Sarah Bick and Revd David Treharne from the diocese.</p>	
21	<p>Poor State of Tidenham Chase church. BD welcomed the support from the local community keen to raise funds to address the essential repairs. JP, BD and IG to review Philp Belchere’s report to get an idea of what needs to be done. ACTION BD / JP/ IG</p>	BD/JP/IG
22	Tidenham Church Building issues (BD)	
22.1	<p>Nave Ceiling repairs. On 17 May the plasterer’s scaffolder is assessing what needs to be provided so that the plasterer can provide a costed proposal on the work required. Provided PCC authorises the work, it will probably take place after the planned weddings this summer. We need to advise our insurers. ACTION BD</p>	BD
22.2	<p>Church Tower building work - All stage 1 work has been completed, and we await the final invoice. PC is retaining money in No 1 account to pay it.</p>	
22.3	<p>North Aisle heating – Tidenham Friends have received a positive report from a church that has installed the new Halo heating system. PCC will need to approve the Friends’ proposal in order to then apply for a revised faculty. ACTION BD</p>	BD
22.4	<p>Opening hours - BD liaising with Tidenham Friends to fulfil our promise to the National Churches Trust (NCT) to open the church on 100 days a year in addition to Sundays. Once the dates and times are agreed we will need to publicise the information on our weekly brief, plus our website and update the entry in “A Church Near You”. The vestry will be locked. ACTION BD to finalise and advise IG to advise the NCT.</p>	BD
22.5	<p>Church clock not yet working. IG has been in contact with Cumbria Clock Co. Post Meeting Note Cumbria Clock Co are inspecting the clock on Thursday 29 May.</p>	
23	<p>Health & Safety: Only 1 issue - Tutshill electric piano.</p> <p>At some point it has been moved for a funeral and the power cable became trapped under it. The church electrician has confirmed it safe to use, but recommended it be replaced. RR has bought a power cable and Kathryn Payne has placed a notice on the piano to advise people of the risk of trapping the power cable when moving it. Two people are needed to move the piano. ACTION RR to discuss plan with Alex White.</p>	RR

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24	Draft minutes of 08 April PCC Meeting. Alterations had been made and revised drafts circulated. MM proposed and NB seconded that the minutes be approved. All agreed.	
25	What's Coming up? – <ul style="list-style-type: none"> Ascension Day 29 May: 06:00 at Tutshill, followed by breakfast. Tidenham Church: Gala concert 14 June; Flower festival 21/22 June. NB is attending Archdeacon Hilary's visitation service at St Mary's Lydney on 16 June when RR and BD will be re-admitted to the office of churchwarden. Non van den Braak's admission into The Company of St Kyneburga at Gloucester Cathedral on 17 June by Bishop Robert. 	
26	Let's share some Good News! – VE Day 80. PCC thanked Tidenham Bellringers who rang our church bells 80 times on the evening of Thursday 8 May to celebrate the 80 th anniversary of VE Day. Parish Fun Day at Tidenham Church on Saturday 10 May raised £200 in donations. PCC thanked MM for organising 30 volunteers to stage a very successful parish event, which was attended many people, all of whom had a great time. New Fairtrade Certificates (x3) have been posted on our church notice boards. Scarecrow Trail raised £1353 after expenses, so NF proposed and MM seconded that PC pay £135 to both SARA and Greenway. All agreed. ED thanked the organising team and the local community. Ten people completed it on line for the first time. ACTION PC	PC
27	AOB	
27.1	Revd Bro Tom Clammer OC has written to NB to withdraw from the Sunday duty rota, but he does retain his PTO for Gloucester Diocese. The letter is attached as Appendix 2. On behalf of the PCC, BD expressed sincere thanks to Revd Tom for his significant contribution to the life of our church community over many years, but especially his support during the vacancy. IG was tasked to express PCC's thanks to Tom. ACTION IG	IG
27.2	Harvest Supper. We need to start planning now if we want to have one this year. (NF)	
27.3	First Aid Boxes (FAB). Kathryn Payne updated Tidenham FAB in time for the Fun Day and is prepared to check Chase in the absence of a Health & Safety Advisor. Melanie Walton checks Tutshill's FAB and ED's roving FAB. IG agreed to check who has current First Aid certificates and if JR Henderson is still able to provide training. ACTION IG	IG
27.4	Food Hygiene certificates are available via an online training course.	
28	ITEMS FOR INFORMATION	
28.1	Bill White has arranged CCLI for Tidenham for the Summer concert.	
28.2	GDPR: No issues.	
28.3	Changes to Church Electoral Roll since the last PCC meeting on 8 April: NIL.	
	Charity Commission Latest News April 2025 is available from - https://www.gov.uk/government/publications/charity-commission-news	
	Meeting closed at 21:35 with our vacancy prayer and the Grace. Next meeting: 10th June at Tutshill church at 19:30.	