

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 October 2025

ITEM		ACTION
1.	<p>Attendance: Chair: Robin Riordan (RR); Revd Nicki Bullivant (NB), Paul Coombs (PC), Brian Duerden (BD), Iain Gardiner (IG), Molly Mayo (MM), Andy Palmer (AP), James Parsons (JP), Susan Riordan (SR), Marilyn Turner (MT) and Lorna Theophilus (LT) as guest.</p>	
	<p>Apologies for absence: Nicholette Flatman (NF), Emma Phillips (EP) and Tanya White (TW).</p>	
2.	<p>Welcome. NB read Jer 29. 11. We need to remember that God is faithful and his plans for us are good. Let us continue to do what we are doing with hope. NB opened in prayer.</p>	
3.	<p>Declarations of Interest: NIL</p>	
4.	<p>PRESENTATION by Lorna Theophilus (LT) on her work – with handout [see Appendix]</p> <p>LT spoke to her handout and answered questions from members. She has met everyone on the PCC and appreciates the breadth of churchmanship afforded by Tidenham parish, which had enabled LT to complete all the activities set out in her training programme. BD asked LT to advise him of any additional requests such as conducting funerals. LT will have a Community placement this spring prior to ordination in June 2026, and welcomed the opportunity for additional preaching duties in Tidenham parish.</p> <p>On behalf of the PCC RR thanked LT for her work in the parish over the past 2 years.</p>	
	<p>ITEMS FOR DECISION [information had been distributed to members in advance]</p>	
5.	<p>Hook Mason invoice: church architect Philip Belchere's (PB) work at Chase church (£2.6k)</p> <p>Subsequent to the previous PCC meeting, members had unanimously agreed via email to pay the invoice for preparing a specification for repair work at Chase church.</p> <p>JP had queried why paying the invoice needed PCC approval when on 12 November 2024 members had already authorised Philip Belchere's work at Chase church: -</p> <p style="padding-left: 40px;">"PC stated that £6k is available for Chase church, so surveys and quotes should be sought ASAP. NB proposed and NF seconded that PCC should proceed with this work. All agreed."</p> <p>Although PCC had approved the work, it did not record the liability it was incurring. The PCC minute of 3 December 2024 simply states, "JP has engaged the church architect for specifications and quotations." Various updates from site meetings were subsequently provided, and once the final report was received we received the invoice for £2.6k.</p> <p>Lesson to be learnt: PCC to consider the likely cost of engaging an architect at the earliest possible stage of a project and record its agreement to incur costs up to a cap. The next Finance Policy review will make this requirement more explicit. ACTION PC / IG</p> <p>Our policy is always to appoint a Project Manager to be the single point of contact with the architect and contractor, and the person who confirms to the PCC Treasurer when an invoice can be paid.</p> <p>JP advised there will be no further architect's bills until the repair work is authorised.</p>	<p>PC / IG</p>

TIDENHAM PAROCHIAL CHURCH COUNCIL

ITEM		ACTION
6.	Items from the Finance Committee (FC) meeting held on 6 October (Minutes distributed)	
6.1	<p>Process of Raising Awareness of Church Finance in Tidenham Parish NF has created a short piece for the weekly news, which IG agreed to circulate to PCC members. ACTION IG. JP proposed and PC seconded that the stewardship team (RR, AP and JP) write an item for a letter / the weekly news / Winter link magazine [copy deadline is 31 October] ACTION RR, AP and JP. The information will cover the need to:</p> <ul style="list-style-type: none"> • educate our church community and especially newcomers about church finance – how much money we need each month to keep the existing range of church activities going, even when we are in vacancy without a parish priest • update our welcoming pack to include a standing order / gift aid forms • give out yellow gift aid / green standing order forms to people as they leave church • ask people to review their standing orders each year • restart the collection bag at each church service or a retiring collection; and give a token to people who already give by standing order • make the card machines more visible in church e.g. put them on the collection plate recognising the difficult financial situation and noting that the message is that: <ul style="list-style-type: none"> • our general fund is keeping its head above water due to our decision to reduce our parish share for this year and 2026 • we do need to offer our church community the opportunity to fully fund our new CYFM, while recognising some people offer their time as they don't have spare money and many young families face real financial hardship. 	<p>IG RR, AP, JP</p>
6.2	<p>Lloyds Bank <i>Treasurer's Account</i> [our No2 A/C] to close on 13 November 2025. (PC) We operate 2 current accounts with Lloyds bank, but for the last 2 years we have paid no bank charges on our No2 A/C, which we use mostly for processing church fees. Lloyds are closing all Treasurer's accounts on 13 November 2025, so we then have three options:</p> <ol style="list-style-type: none"> 1. Set up a new Lloyds Bank Charity A/C, which will require all trustees to provide ID verification to Lloyds. This avoids the £7 monthly fixed bank charge. 2. Allow the No2 A/C to become a standard Business A/C, with monthly bank charges 3. Close the No2 A/C and transfer all funds to our No1 current account. <p>The FC is satisfied that option 3 is workable. SR proposed, AP seconded and all agreed that PC close the no 2 Fees A/C on 31 October. ACTION PC</p>	<p>PC</p>
6.3	<p>Our Registered address: Tidenham Old Vicarage. It has been let out to <i>Guardians</i>, but it is unclear if this means real people or a security company. Discussions are ongoing re arrangements for our mail, which is delivered to "The Vicarage". ACTION RR</p>	<p>RR</p>
	ITEMS FOR DISCUSSION	
6.4	<p>Closure of Lloyds Bank Chepstow branch on 7 October 2026. FC understands that there will be a new banking hub in Chepstow that will enable money to be deposited, so there should be minimal inconvenience in October 2026.</p>	<p>PCC to note</p>
6.5	<p>Contract for Fire equipment at our churches. (PC) The new fire equipment was installed on 30 September. Certificates have been provided for each church notice board. An email and a Recorded Delivery letter was sent to Chubb to advise them that the contact had terminated and to request they remove their equipment as soon as possible.</p>	
6.6	<p>Thanks. MM thanked the FC for all their work that goes on behind the scenes.</p>	

TIDENHAM PAROCHIAL CHURCH COUNCIL

ITEM		ACTION
7.	<p>Vacancy for Tidenham Parish Priest (Info from BD).</p> <p>One person was interviewed by the panel on Monday 29 September, but we were unable to make an appointment. The post was readvertised in The Church Times on 7 October, with a closing date of 30 October, shortlisting by the Vacancy Interview Panel (VIP) on 4 November and interviews set up for 18 November.</p> <p>Current VIP member for Tidenham parish, JP already has an longstanding commitment on 18 November, so BD proposed NB seconded and all agreed that our reserve AP take over from JP. All agreed. AP confirmed he will be able to step in.</p> <p>If we are still without a vicar on 19 November, the diocese and deanery will need to take a long hard look at the delivery of Church ministry across Forest Deanery, due to the large number of vacancies there.</p>	
8.	<p>Parish Administration tasks (RR)</p> <p>The tasks set out in the Appendix to 8 July PCC minutes have bedded down. FC requested PCC to consider if the load could be made lighter. A strategic review of the website would be a useful project after the arrival of a new vicar, especially our archived information.</p>	
9.	<p>Feedback from Deanery Synod on 18 September</p> <p>NB provided feedback: there is confusion about Focal Ministry at grass roots level, which will be addressed by Revd Kate Stacey. The Deanery Synod minutes will be available shortly and IG will distribute them to all PCC members. ACTION IG</p>	IG
10.	<p>Financial Situation as at 30 September (PC) – usual documents had been circulated.</p> <p>PC has produced a new page that shows our unrestricted funds' monthly cashflow during 2025. This clearly shows both the importance of gift aid and that we were right to reduce our parish share earlier this year. BD has just submitted our Q3 Gift aid claim for £3839.</p> <p>Our Lloyds bank balances at 18:00hrs today: No1 £11,160; No 2 £70; No 3 Fabric: £5,212, plus £137K in CCLA on deposit.</p> <p>The Outturn is still achievable, so provided there are no surprises, we will be able to pay our £55k parish share commitment until the end of 2025.</p>	
11.	<p>Draft Minutes of 9 September PCC Meeting.</p> <p>Following minor changes, a revised draft had been circulated. MM proposed MT seconded and all agreed that the minutes be approved.</p> <p>Item 9 Parish Share 2026 JP reminded IG that we still need to formally respond to the Archdeacons' letter of 29 August to advise Church House that we are committed to increase our existing 2025 parish share (£55,015) by 2.6% to £56,445. ACTION IG</p> <p>Post Meeting Note – IG completed the online form on 15 October and sent a copy to the Finance committee, NB, JP and the Area Dean.</p> <p>PCC Minutes – BD asked IG to check that all Minutes for 2025 have been signed. ACTION IG</p>	IG IG
12.	<p>Update on Actions / Significant Matters arising from previous minutes (and not already on the agenda) Item deferred until 11 November. ACTION IG</p>	IG
13.	<p>Update on Chase church repairs (BD).</p> <p>We have not heard back from the Diocesan Advisory Committee (DAC) re our application for a List B faculty in accordance with our church architect Philip Belcher (PB)'s Schedule of Repairs ref 8551 dated July 2025.</p>	

TIDENHAM PAROCHIAL CHURCH COUNCIL

ITEM		ACTION
14.	<p>Grant applications for church buildings. JP is meeting Rory Wilson (Church Buildings Support Officer) regarding the monitors at Tutshill church, so will mention Chase church repairs and Tidenham Chancel roof. JP to talk to LT after the meeting, as this is her area of expertise. ACTION JP</p>	JP
15.	<p>GDPR: No issues reported, but PCC discussed the need to review the contact data we need to keep re funerals and baptisms conducted by Tidenham Parish ministers. IG agreed to make a proposal to the next PCC meeting on 11 November. ACTION IG</p>	
16.	<p>Health & Safety: No new reported issues.</p> <p>Preparing for winter – keeping paths clear very important to avoid slips, trips and falls.</p> <p>Health & Safety Advisor role: possible with a framework for local people to work to, with training provided. ACTION IG to speak to potential nominee</p> <p>Wardens to check that 3 x original health & safety volunteers for each church building are still available, and another potential volunteer's name was added. ACTION RR</p>	IG RR
17.	<p>What's coming up?</p> <ul style="list-style-type: none"> • NB to commission EP and Fiona Gardiner as Worship Leaders, plus Peter Jones as Bereavement Visitor, on Sunday 26 October at 11:00 service in Tutshill church • All Souls' Remembrance Service at 4 pm on Sunday 2 November in Chase church. This year, invitations will be sent out mainly by email or text message to families of people whose funerals since 1 January 2022 were conducted by Tidenham parish ministers • Remembrance Sunday 9 November: Parish Service at Tutshill at 10:45, with NO service at Tidenham. There will be a Holy Communion service at Chase church at 4pm • Christmas Card will be an electronic flyer this year, mostly using social media • Tidenham Parish Christmas Trees Festival. Theme this year is nursery rhymes. The trees are going up in Tidenham church on Saturday 20 December. 	
18.	<p>Christmas events / church services</p> <ul style="list-style-type: none"> • Advent carol service at Chase on 30 November. • Christmas Crackers 5 at Tidenham church on Friday 12 December • Nine Lessons and Carols - 3pm on Sunday 21 December at Tidenham church as usual. • Crib service at 4 pm at Tutshill on Christmas Eve, Wednesday 24 December • Midnight Mass on Christmas Eve at Tidenham church starts at 11.15pm • Holy Communion at Chase church at 9 am on Christmas Day • Family friendly Holy Communion with Bishop Robert at Tutshill at 10.30 on Christmas Day. NOTE the start time! 	
19.	<p>Let's share some Good News!</p> <ul style="list-style-type: none"> • Amazing Baptism service at Tutshill church on 12 October • The potential for slips, trips and falls at Tidenham Lych Gate has been greatly reduced in that the treacherous, unevenly spaced steps have been replaced by new dressed stone ones; the temporary wooden handrails will be replaced with metal ones. • Tidenham Friends funded the installation of 2 x new overhead chandelier heaters in Tidenham Church north aisle in September in good time for the winter • Additional Lightning conductor to be installed at Tidenham Tower on 16 October • Aimee Lowe is settling in well, and she is very pleased with her welcome in the parish • Local choir collaborating with Aimee and NB in <i>a carolling event</i> in Sedbury – Date to be advised. 	

TIDENHAM PAROCHIAL CHURCH COUNCIL

ITEM		ACTION
20.	AOB	
20.1	<p>Tidenham PCC Membership</p> <p>Angela Fryer (AF) had previously expressed an interest in becoming a member of our PCC, but could not do so at the annual church meeting as her application to go onto the church electoral roll was dated 16 April 2025. AP proposed, MM seconded and all agreed that Angela Fryer be co-opted onto the PCC until the 2026 APCM. ACTION IG</p>	IG
20.2	<p>Harvest Sunday.</p> <p>NB expressed her thanks to all concerned for decorating all three churches so well.</p>	
20.3	<p>Videoring Church services</p> <p>RR was made aware of someone offering a recording of a recent church service. RR's view was that while our policy was to not allow children's faces to be shown online, the permission of the officiant should always be sought before starting any recording. The policy of our previous vicar Revd David Treharne was to not allow any recording of church services, apart from the PCC's official recordings of services during COVID. The policy has now been revised as we video only the sermon, and Alex White who makes the recordings, avoids videoing any faces.</p> <p>There are significant copyright issues if hymns etc are uploaded to the internet.</p> <p>Following discussion, RR agreed to write a note to the ministry team and sub wardens, and create a notice to be posted on each church notice board, stating that no recordings of church services should be made without the churchwarden's permission. ACTION RR</p> <p>PCC members agreed that an announcement to be made at the start of a baptism, and everyone need to be aware of this policy.</p> <p>At weddings only the official photographer is authorised to take pictures during the service and even then only at certain times and with the agreement of the officiant.</p> <p>Funerals are now occasionally videoed for families who are unable to attend.</p>	RR
21.	ITEMS FOR INFORMATION	
21.1	Safeguarding Events. There have been no new safeguarding events.	
21.2	Our Church insurance was renewed on 1 October with Ecclesiastical for 3 years.	
21.3	Paying PAYE by Direct Debit has now been set up following FC unanimous agreement.	
21.4	Changes to Church Electoral Roll since the last PCC meeting on 9 September: NIL.	

Meeting closed at 20:57 with the Grace.

Next PCC meeting: Tuesday 11 November in Tutshill church at 19:30.