

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 4th February 2025

ITEM		ACTION
1.	Attendance: Robin Riordan (RR)Chair, Brian Duerden (BD), Paul Coombs (PC), Nicholette Flatman (NF), Iain Gardiner (IG), Molly Mayo (MM), Andy Palmer (AP), James Parsons (JP), Tanya White (TW);	
	Apologies for absence: Revd Nicki Bullivant (NB), Marilyn Henderson (MH), Oliver Hinton (OH), Polly Morgan (PM), Emma Phillips (EP), Emma Durbin YCF Missioner who usually attends as an observer.	
2.	Welcome – RR advised that NB was unable to attend as she was with Colin Pears whose wife Sue Pears, a former PCC Secretary had passed away that evening. TW opened with prayers.	
3.	Appointment of PCC Secretary As no-one came forward to take on the role of PCC Secretary following his resignation after the 2024 APCM, IG had written to PCC members to offer his services until the 2026 APCM. Members thanked IG for offering to fill this important roll. TW proposed and JP seconded the appointment. Agreed unanimously. ACTION IG to advise Gloucester Diocese.	IG
4.	Declarations of Interest: item 8.5 RR. Item 8.6 NF	
	ITEMS FOR DECISION	
5.	Approve draft minutes of 14 January PCC Meetings: A number of alterations were tabled and discussed. IG was tasked to revise them and send out to PCC members. ACTION IG Matters arising BD to speak to Revd Miri Keen to confirm her agreement that the time of the one Sunday service in the parish on 27 April is 11:00 as usual at Tutshill. ACTION BD BD to provide a set of clear simple heating control instructions for Tidenham church. ACTION BD	IG BD BD
6.	Scarecrow Trail Easter 2025: Scarecrow Trail Committee (STC) has not yet presented proposals to the PCC , so RR deferred the item to the next meeting. Dates understood to be 6 – 27 April. PCC agreed to review the charities they support as the STC wants to support SARA and Greenway. ACTIONS ED. FC to review charities to be supported by the PCC, including Sedbury Space.	ED FC
7.	Youth events Spring 2025 Schedule NF concerned that we have not yet received the schedule, which needs to be authorised by PCC for insurance purposes. ACTION IG to contact Emma.	IG

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8.	<p>Matters arising from Finance Committee (FC) meeting on 28 January</p> <p>The minutes and papers had been circulated in advance and was commended to PCC members. Recommendations from the FC were discussed (see below). JP proposed an alteration to section 5, and IG was asked to send the revised minutes to members.</p>	IG
8.1	<p>Trustees' Annual Report and Financial Accounts 2024 [progress update]</p> <p>IG summarised progress with this significant document. We still await some interest figures for the 3 Endowment Funds that DBF manages on our behalf. The plan is to present a draft to the next FC on 28 February, prior to seeking PCC approval on 04 March. Once our Independent Examiner Andy Royle signs it off, it will be issued to our church community in advance of its presentation to the Annual church meeting in Tutshill church on Sunday 11 May. The Deadline for submitting our annual return to The Charity Commission is 31 October each year.</p>	PCC to note
8.2	<p>Diocesan questionnaire on the revised format for Parish share from 2026</p> <p>IG had written to Deanery Synod staff on 31 January to advise them they would receive the questionnaire once PCC has approved it. IG summarised the key issues noting that we no longer have a full time priest as it is shared with St Briavels and Hewelsfield. We probably have 80% of a full time vicar, but are encouraged to pay £83k parish share – i.e. for a full time priest. The House for duty post at St Briavels and Hewelsfield (St B & H) has been closed and the vicarage sold. There is therefore now no cost associated with St B&H apart from Training. Following a full discussion AP proposed and JP seconded the document subject to a minor change. JP advised that Church House want to meet individual PCCs on 29 April to talk about Parish Share, and it would be helpful for the FC to attend.</p> <p>ACTION IG to submit Questionnaire to Deanery Synod (DS). Post Meeting Note Questionnaire sent to DS on 05 February. It is an appendix to these minutes.</p>	IG
8.3	<p>Utilities Budget 2025</p> <p>PC has provided data to IG to enable input to the CoE Energy Return for 2024, due by 30 June 2025. Due to SSE's inability to create accurate bills for significant periods in 2024, the actual cost of energy used in 2024 has had to be calculated from our usage data rather than SSE's actual bills. Fortunately, SSE's recent invoices do reflect the meter readings that PC is providing, and as we now pay each invoice as it arrives, we no longer have a credit balance. PC estimates that our annual energy costs are now in the order of £8.5k. ACTION PCC to note</p>	PCC
8.4	<p>VAT Registration</p> <p>PC outlined the pros and cons of registering our churches for VAT. Having reviewed all our regular purchases and the services we provided, PC created a dummy VAT return for the past 12 months. This is ongoing but he concluded that the financial benefit is limited and would be reversed if we attracted additional people to use our church buildings.</p> <p>Now that the future of the Listed Places of Worship (LPOW) scheme has been assured until March 2026, the only significant benefit of VAT registration would be if major works were undertaken at Chase church which is not listed. NF agreed to speak to the Diocese to see if they had a policy on VAT registration. Meantime the recommendation to PCC is to note the situation and review in 12 months' time.</p> <p>ACTION PCC to note.</p>	PCC

TIDENHAM PAROCHIAL CHURCH COUNCIL

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8.5	<p>CCLA account authorised signatories. RR declared an interest</p> <p>EP and RR are not authorised signatories, so following discussion AP proposed, MM seconded and all agreed that RR and EP be added to the existing list: PC, NF, BD and IG. ACTION PC to arrange forms to be completed.</p>	PC
8.6	<p>Local fees for conducting a funeral service at a crematorium. NF declared an interest</p> <p>Many PCCs countrywide have complained that they receive no part of the national fee [£234 in 2025; £228 in 2024] that the Church of England (CoE) charges Funeral Directors for the services of a vicar conducting a funeral service at a crematorium, even though in most parishes the PCC organises the service, and the PCC Treasurer receives the £234 fee from the Funeral Director. This admin work is undertaken by Gloucester Funerals in many parts of our Diocese.</p> <p>As a result, the CoFE decided that from 01 January 2025 all PCCs will receive a share of the £234 national fee for such a funeral service: £35. This is achieved by reducing the fee given to Diocesan Boards of Finance (DBF) from £228 in 2024 to £199 in 2025. It has no impact on the fees paid to stipendiary clergy as their stipend has for some time included conducting funeral services at a crematorium.</p> <p>Every Diocese sets its own rules for local fees annually starting on 01 January. Gloucester Diocese DBF has decided to partly offset their £35 loss on each fee by reducing the local fee due to Non stipendiary officiants taking funeral services at crematoria from 01 January 2025. Their 2024 local fee of £152 has been reduced by £19 to £133 in 2025. In our parish this affects NB and those with PTO, and potentially our Readers, though JP doesn't conduct funerals.</p> <p>FC members considered this to be unfair and propose to PCC that from 01 January 2025, when it receives a £35 fee from DBF via Gloucester Funerals, Tidenham PCC will pay its Non-stipendiary officiants for a funeral service at a crematorium:</p> <ul style="list-style-type: none"> a) the officiant's fee as set out in the cover sheet from Gloucester Funerals <i>plus</i> b) an additional local fee of £19 to recognise the importance of their work. <p>Following discussion, PCC members considered that the additional local fee for 2025 should be £21 from 01 January 2025 to take account of inflation, i.e. a total of £154.</p> <p>AP proposed, MM seconded and all agreed ACTION PC, and FC to note</p>	PC / FC
8.7	<p>Name of the Wellbeing Project. FC proposed the name change as the project stage had been completed and it was now a well-established core element of our work.</p> <p>PC agreed that if there were no other issues, PCC might want to rename the Wellbeing <i>Project</i> Restricted Fund as the Wellbeing <i>Ministry</i> Restricted Fund. RR confirmed he did not think there would be implications for our grant applications.</p> <p>MM agreed that the term <i>ministry</i> expressed a wider scope than <i>project</i> and would allow any specific new Wellbeing activity to be named "a project" within our overall Wellbeing Ministry work. The word Ministry was a better umbrella term that could cover many such activities, rather than a specific task which had a start and finish.</p> <p>AP proposed, MM seconded and most agreed, but as there was some disagreement and only a few PCC members who are not also on the FC, IG was tasked to email the full PCC and seek their views on the proposal by end of February. The plan is to change the name of Wellbeing <i>Project</i> Restricted Fund to the Wellbeing <i>Ministry</i> Restricted Fund retrospectively from 01 January 2025. ACTION IG</p>	IG

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ITEM		ACTION
	ITEMS FOR DISCUSSION	
9.	<p>Finance</p> <p>PC provided the usual information on the status of funds and interest received; our Lloyds bank balances at 17:00hrs today: No1 £14,917; in No 2 £1,138; in No3 £4,057.</p> <p>An additional £435 cost to insure Tidenham Church tower works for an additional month. BD to write to Ecclesiastical as the work will go into a 5th month – March, but building is watertight and hot work has finished. ACTION BD</p> <p>As the No 1 Bank account balance is quite low, FC will discuss how to resolve this on 28 February. The status of our reserves is not impacted. ACTION FC</p> <p>Link Magazine. After discussion members agreed to keep the 2025 advertising rates unchanged. They start on 6 April [Tax Year]; proposed by AP, seconded by JP and all agreed. PCC decided that it would discuss subscription and advertising rates for 2026 at the November PCC Meeting.</p> <p>Print rates are expected to rise soon. TW to advise the outcome of discussions with the printer ACTION TW</p> <p>IG concerned that he was now responsible for many finance aspects and it was quite a risk for any one person to have so many duties. Consequently RR proposed that on 4 March PCC consider who could join the PCC. ACTION RR</p> <p>RR advises that a grant from 10:10 is anticipated</p> <p>On behalf of the PCC, NF expressed thanks to PC and IG for scrutinising all our financial items in order to create the annual accounts.</p>	<p>BD</p> <p>FC</p> <p>TW</p> <p>RR</p>
10	<p>New church electoral roll</p> <p>IG summarised the arrangements for creating the new roll, which now includes the option of using a fillable pdf application form. The formal notices have been posted on church notice boards and on the website. Hard copy application forms will be available at the back of each church from 23 February. IG will write to all those church members who have provided him with an email address with a Q&A and a request that they complete their application form electronically and reply by email. RR also plans to send this information to everyone on the Mailchimp distribution list.</p> <p>Annabelle has put a short piece in the weekly brief and also on the website, so we are fulfilling our duty to make the requirements widely known.</p> <p>Everyone needs to return a completed form to IG by 15 April.</p> <p>IG was concerned at publishing the new electoral roll with the full names of church members and agreed to review the need to do so. Post Meeting Note. The church representation (CR) rules require the applicant to state their "full name", although undefined, this seems to mean your <i>Christian name, surname, and any middle names</i>. IG's view is that the CR rules ask for a "Full name" to avoid any confusion about who is on the roll. In addition, IG is not required to check an applicant's passport or birth certificate, so he has no way to confirm that everyone has quoted their full name.</p> <p>Consequently, when IG publishes the new church roll he will use the name normally associated with that person, sufficient to eliminate confusion - the only exception being where there are 2 or more people with the same name, which in our case could be "Barabara Jones". ACTION IG</p>	<p>IG</p> <p>RR</p> <p>IG</p>

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11	<p>Preparation of documents for the APCM on 11 May</p> <p>The overall plan is to create a 6 page document to be given to those attending the APCM, and it will also be published on the website.</p> <p>IG has written to the proposed authors of the mandatory reports to the APCM.</p> <p>IG will present the update on changes to the church electoral roll and review of safety items raised in the PCC minutes for 2024. NF confirmed that there was a meeting on 5 February to consider the plans for youth work in the future, which will come under "Matters of general interest". ACTIONS IG /NF</p> <p>Wardens to write fabric report and summarise how the parish has continued to operate during the vacancy, plus an update on the vacancy process. ACTIONS RR/BD</p> <p>RR to review progress for Net Zero. ACTION RR</p> <p>TW to write a short report on the Link magazine. ACTION TW</p> <p>MH and PC conclude their 3 year term as PCC members this year, so will need to seek re-election. Deanery Synod elections will next occur in 2026.</p>	<p>IG /NF</p> <p>RR/BD</p> <p>RR</p> <p>TW</p>
12.	Vacancy Issues	
12.1	<p>Vacancy Process Update: (RR and AP)</p> <ul style="list-style-type: none"> RR has discussed the schedule for the interview day 7 March with AD Hilary. Vacancy Closure date is 10 February; shortlisting by the Vacancy Interview Panel (VIP) is 19:30 on 13th, location TBA, after which we will know the scale of the workload for the interview day. 	
12.2	<p>Interview Day Arrangements. AP referred to his email of 16 December and members discussed the detailed arrangements: -</p> <ul style="list-style-type: none"> Sue Strawbridge (SS) will schedule the interviews, but AP will be expected to arrange the visits and detailed logistics arrangements that could be discussed with AD Hilary on 13th. AP to have an informal discussion with SS. ACTION AP Lack of LGBTQ+ Policy statement discussed with AD Hilary and agreed to defer until new incumbent in post, but we will have a statement for the interview day We hope to have a key for the new vicarage for a visit on 7 March RR to ask Mrs Emma Gomersall, Interim Executive Head Teacher while Jenny Lane is on maternity Leave, about a visit to Tutshill school ACTION RR Total Budget of £300 agreed, but RR to talk to St B&H over the 60:20:20 split bas on the numbers of people on the VIP AP to draw up a budget for 13th ACTION RR 	<p>AP</p> <p>RR</p> <p>RR</p>
13.	<p>Tidenham Church building works – Update (BD) :</p> <ul style="list-style-type: none"> Vestry finished. 2 old empty filing cabinets to be scrapped. 1 to be retained in the archive / muniment room Plaster fall from the chancel ceiling: we now have an account with the firm supplying the scissors lift heating and lighting controls: BD to create information sheet ACTION BD Gigaclear Broadband Wi-Fi connected on Thursday 16th January, JP confirmed that Work on the Tower is progressing well, and extra repointing may be possible; scaffolding probably coming down in March. New slates for the Tower roof means that the old slates are available for sale; JP meeting potential purchaser to agree price ACTION JP MM agreed to store slates from the old boiler house roof ACTION MM 	<p>BD</p> <p>JP</p> <p>MM</p>

TIDENHAM PAROCHIAL CHURCH COUNCIL

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14.	<p>Tidenham Friends events</p> <p>Picnic on Saturday 10 May - open event for families, with refreshments. Fairtrade stand, folk group to poss. provide music, quiz in the church for kids. MM creating a leaflet incl. info on the listed Tombstones. People to be encouraged to put flowers on the old untended gravestones</p> <p>Flower festival in June plus poss. works by local art group, with live Music.</p> <p>Fast Broadband in church will assist.</p>	
15.	<p>Tutshill St Luke's Reordering:</p> <ul style="list-style-type: none"> Annual gas boiler service by JME Plumbing planned for Wednesday 5 March 2025 JP has asked JME Plumbing to install wi-fi connection to enable heating controls to be accessed remotely. 	
16.	<p>Tidenham Chase St Michael & All Angels Repairs:</p> <ul style="list-style-type: none"> BP and IG had a very positive meeting with a parishioner, as set out in the FC Minutes, to work with our existing volunteers to make the church more welcoming, and to assist in fundraising. JP reviewing Quinquennial recommendations with Philip Belchere ACTION JP Members noted that the church was looking very smart Plan is to resolve potholes in car-parking area IG to thank Angela for her offer to work with existing volunteers ACTION IG 	<p>JP</p> <p>IG</p>
17.	<p>Website Issues</p> <p>Changes to information on our church website. All previously suggested changes have been made.</p> <p>Policy. If Members do spot errors or want to make changes, please email RR and BD who will consider them and before asking Annabelle Stephens to implement. ACTION PCC Members</p> <p>Availability of PCC Minutes to the General Public. PCC agreed to post them on our church website once they had been signed off, with a note that previous minutes are available on request. ACTION IG</p> <p>BD and RR noted they had received a complaint from someone trying to access Tidenham church alleging that our website said the church was open every day. Agreed that BD would change the entry "Key to the church can be collected from a churchwarden" to "Key to the church can be collected from a churchwarden, by prior arrangement". This will alter once the scaffolding is removed and we need to arrange for "Tidenham church to be open for 100 days each year." In accordance with the grant we received from the National Churches Trust.</p> <p>Post Meeting Note The National Churches Trust website states that "the church will be open in the summer months 10am to 4pm Friday and Saturday".</p>	<p>PCC</p> <p>IG</p>
18.	<p>Evening Social for Those who Worked on the Parish Profile:</p> <p>Social evening for the team that worked on the parish profile plus the 3 x PCCs now planned for Thursday 27 February. Members asked to respond if coming. ACTION PCC</p>	PCC

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ITEM		ACTION
19	AOB	
a.	The existing vicarage site is expected to be vacated by Easter and plans have been created for a new vicarage and 3 new houses on the site.	
b.	NF keen to know if there is still capacity in Annabelle Stephens' workload to assist the YCF Missioner as grant applications have included support to Wellbeing Chaplain and YCF Missioner. The need for administration assistance to the incumbent is important. ACTION RR NF keen that PCC consider the need for a Caretaker to rearrange chairs. ACTION RR	RR RR
	ITEMS FOR INFORMATION	
20.	Safeguarding: No issues reported, but 3 year refreshers for Domestic Abuse Training Courses starting to be needed. JP has completed his. Rosalind needs to check if the people that Revd David Treharne started to train before he left. RR to arrange safeguarding meeting. ACTION RR	RR
21.	Health & Safety: Lightning Conductor Tests Tidenham Chase and Tutshill carried out on 30 January Post Meeting Note – both churches passed the test	
22.	GDPR: No issues. Electoral Roll Privacy Notice has been slightly revised and redated and will be placed on notice boards and our church website. ACTION IG	IG
23.	Changes to current Church Electoral Roll: Captain Stephen Adamson passed away on 14 January after a long period of illness.	
24.	Lent Arrangements. NB has purchased a book containing a reflection for each day of Lent, and is having discussions with Revd Philip Avery about joining Chepstow St Mary's church for their Lent course. ACTION NB	NB
25.	Annual Statistics for Mission Return: 3 x 7 page Annual Statistics for Mission Returns were submitted on time online on 30 January – reports available from IG.	
26.	Listed Places of Worship (LPOW) Scheme extended until 31 March 2026, with new cap of £25k per building and reduced total pot of £26 million. We will ensure that submissions are made in advance of 31 March 2025 to minimise 2026 claims.	
27.	Tidenham Church now has a key safe.	
	Closing Prayer: RR read the vacancy prayer and BD closed with the Grace. Meeting closed at 22:00. Next meeting St Luke Tutshill 4th March 19:30	