

TIDENHAM PAROCHIAL CHURCH COUNCIL



Minutes of Tidenham PCC Meeting held in St Luke at 19:30 on Tuesday 8th July 2025

ITEM		ACTION
1.	Attendance: Chair: Robin Riordan (RR); Brian Duerden (BD) until 20:30, Nicholette Flatman (NF), Iain Gardiner (IG), Susan Riordan (SR), Marilyn Turner (MT), Tanya White (TW), Paul Coombs (PC), Molly Mayo (MM) and James Parsons (JP).	
	Apologies for absence: Revd Nicki Bullivant (NB), Andy Palmer (AP), Emma Phillips (EP) plus Emma Durbin (ED), CYF Missioner, who usually attends PCC as an observer.	
2.	Welcome. TW opened in prayer. RR gave two Bible readings on teamwork: Ecclesiastes 4: 9-12 and 1 Pet 4: 8-10. NF passed on greetings from Revd David Treharne.	
3.	Declarations of Interest: BD Items 4.2 and 6, SR item 4.4	
4.	ITEMS FOR DECISION [information had been distributed to members in advance]	
4.1	Proposed New Restricted Fund from 01 July 2025 "Bereavement Counselling". (PC) PCC has received £1k from John Laing Charitable Trust for Bereavement Counselling, following a successful grant application by former churchwarden Peter Jones. Precise definition is required to let everyone know how the funds can be used. JP proposed, MM seconded. All agreed. ACTION PC and IG to create a definition for the fund.	PC / IG
4.2	Tidenham North Aisle: proposed new Shadow chandelier heaters. (BD) Tidenham Friends thoroughly investigated all options with DAC, who have agreed that the heaters comply with the faculty we already have. Mann Williams' structural engineer's report confirms that the truss can bear the weight of the proposed heaters, so NF proposed, MT seconded and all agreed that as we have a Faculty to instal the Shadow or equivalent heaters: - Peter Gilchrist can instruct our church electrician Tim Howells to instal two x 8.7kw Shadow chandelier heaters including lights, which will be mounted at 4.3m above ground, - we go with Shadow as an early adopter, which means a discounted price, - we ensure that when the chandelier heaters are switched on, the total electrical load does not exceed the maximum load of our 3 phase supply <i>and that</i> - the existing overhead heaters in the north aisle be removed with the serviceable heating elements used as spares, such that the overhead heaters in the main church be limited to 2 working bars. The 4 overhead heaters in the back area to the west of the main door to have 3 working bars as that area has no underpew heaters. ACTION IG to write to Peter Gilchrist.	IG
4.3	Staff Salary Review – Wellbeing Chaplain Revd Nicki Bullivant Following discussion and a recommendation from the Finance Committee, NF proposed, TW seconded and all agreed a revised figure to apply from the annual review date: 01 September 2025. ACTION IG to write to NB.	IG
4.4	Proposed Revised Annual charge to Sedbury Space from 01 October 2025 NF proposed, TW seconded and all agreed to increase the quarterly charge by 4%, the rate of inflation: i.e. from £1825 to £1900.. ACTION IG to write to Sedbury Space.	IG

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4.5	Tidenham Chase churchyard (BD). BD met Robert Adams and Philip Blatchly on site recently. Burial of ashes area is OK. PCC approved BD's plan to use the contractor currently working at Tidenham church, to mark out and dig out the next row of graves which should give us up to 3 years to review our options. BD to liaise with Alasdair Jacks and Greengrafter re environmental impact. BD to provide financial costs to PCC. ACTION BD. The capital from the Mary Burder trust could be used to fund this work.	BD
4.6	Tidenham Church Chancel ceiling Repairs (BD) At £21k +VAT, the plasterer's estimate for this important safety work is considerably more than anticipated, but we will look to get funding advice from the diocese. There is no imminent danger, so the area remains open to the public. NF proposed and MM seconded that PCC apply for a Part B listing for repairs to the chancel ceiling of Tidenham church. All agreed. David Burr has offered to apply for a List B faculty ACTION IG to contact David Burr.	IG
	ITEMS FOR DISCUSSION	
5.	Tidenham Chase church repairs - update (BD). JP has given info received from Diocese to our church architect Philip Belchere and has requested his revised works specification document that would enable PCC to submit an application to the DAC for a List B faculty, as all the items are <i>like for like</i> renewals. Tim Howells expects to instal surge protection this week. ACTION RR to agree date.	RR
6.	Tony James Memorial Building, Tidenham (BD), now owned by Tidenham Friends. Renovation work starts shortly. BD confirmed that Peter Gilchrist is arranging for the disabled access to be available on Sunday 13 July for Revd Tom Clammer's final service. The new access ramp is perfectly manageable for scooters with an enlarged gap through the boundary wall and a satisfactory turning circle. Planning permission from FODDC requires the Friends to create 1 large room, plus 2 sections: a kitchen area and a single toilet. The roof will have solar panels. PC has discussed the electricity supply with Peter Gilchrist. It won't be linked in with our current supplier, as the memorial building will have a very different energy usage from the church. The Friends plan to obtain a separate electricity supply contract with a low standing charge and a high unit rate.	
7.	List of actions outstanding from previous PCC meetings. List had been circulated.	
7.1	Hire form for Tidenham church. The form has been updated by Annabelle Stephens. Tidenham History Group want to use it in future; they donate a share of their book sales to Tidenham Friends. ACTION BD to review the form for future events.	BD
7.2	"Play the organ day" didn't actually happen in May. ACTION BD to talk to Susanna Jacks about a possible future event.	BD
7.3	Bishop to consecrate new bell ropes, renovated north aisle and Tower at Tidenham. The repairs to the chancel ceiling mean that when that part of the church is out of use, we can use the portable altar or the consecrated altar in the north aisle. ACTION BD	BD
	BD left the meeting	
8.	Minutes of 10 June PCC Meeting. Following minor changes, a revised draft had been circulated. TW proposed and NF seconded that the minutes be approved. All agreed.	

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9.	Tidenham Parish Priest - Vacancy Members agreed that before the wardens met Archdeacon Hilary (ADH) it would be helpful for PCC to meet in August to formulate a position. Our Wellbeing Ministry has grown and NB has been asked to talk to the Diocesan Conference, so the advertisement should make more of this. The new Tony James Memorial Room may become an important place for the new vicar to hold meetings apart from the vicarage. We need to know ADH's plans for the vicarage, as the diocese intends to instal a tenant in the new vicarage for 6 months. September is the earliest date to readvertise the vacancy, but October would be better with interviews in November. Nothing will happen over Advent and Christmas time. Additional PCC to be held on Tuesday 5 August at 7.30 in Tutshill. Only 2 agenda items: 1) Amending the advert and statement - what needs to change to attract applicants? 2) Plan B for CYFM activities in the absence of a Minister. ACTION IG to write out to members.	IG
10.	CYFM Vacancy – one expression of interest received; applications deadline is 11 July. Post advertised in Forest Review, Diocese, local shops and Facebook. Post Meeting Note one late application was received, and is being progressed. One freelance person in Lydney could be approached to look after toddler groups, as the Toddler Groups are standalone. ACTION RR to check with ED. SPLASH team have met ED to agree resources needed for Plan B. NF reminded PCC that previously parents were expected to assist once a term. ACTION RR to check current situation with ED. NOTE. Parent helpers aren't subject to DBS safeguarding checks as long as they are never alone with children or vulnerable adults, and come under the leader's DBS certificate. There does seem to be some confusion about who needs to have DBS Certificate. ACTION RR to check with Rosalind Seward / Diocese.	RR RR RR
11.	List of Parish Admin tasks [previously circulated. Latest version attached as Appendix] PCC thanked Annabelle Stephens (AS) for her work over the last 4 years and reviewed how the workload would be covered after 31 August after AS leaves. RR requested members to review the list, which was agreed, but subject to alteration. RR agreed to monitor the church mobile phone and the admin email account. NF agreed to take over the ACNY church calendar, <i>and</i> RR agreed to ask other people to assist with the church website and the weekly brief. We could use Canva instead of Mailchimp for the weekly brief. Canva allows you to attach documents, whereas Mailchimp is very time-consuming as the editor has to use their format for every entry. Most of the weekly briefing contains standard info so limited resources means the frequency could be reduced. ACTION RR/ NF to review. Tablet for the CYFM – The 3-year old one which Annabelle Stephens (AS) uses should be suitable. SR agreed to check suitability with ED and AS. ACTION SR	RR/ NF SR
12.	Feedback from Deanery Synod (DS). JP advised there will be a DS mtg in late September. Current plans for Parish share: 2025 plus uplift for 2026 – i.e. "no new policy" IG advised members the feedback he had received from Area Dean Revd Bea Erskine on the well-attended <i>Thriving Church</i> seminar on 31 May. Feedback from the 4 attendees from the Deanery is still awaited.	

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13.	Current Financial Situation as at 30 June (PC) – usual documents had been circulated.	
13.1	Current Account Is looking threadbare, justifying our decision to reduce parish share. We still await Q1 gift aid claim £3,400, which means we are just under our £22k target for Reserves. ACTION BD to chase HMRC, as we submitted it 3 months ago. The Outturn is still achievable, but each month we are still paying out more than is coming in. Members agreed we needed to do more to enable our congregations to support the work of our parish, such as regular reminders of the financial situation, and taking the collection plate up to the altar in every church service. Treasurer's Monthly Finance Documents PCC is indebted to PC in that he produces a set of current financial documents so soon after the end of every month. This is much appreciated, but is also very unusual.	BD
13.2	Stewardship Campaign Although Members previously agreed that we should delay the stewardship campaign until October, there is a need to ask our church community to support a CYF Minister. It is a difficult sell when there is no-one in post. Issue to be discussed at the August PCC meeting. Some of our PTOs have had experience of this. ACTION RR and BD We need a soft campaign to counteract the idea that the CYFM is already fully funded. We also need to show that we are no longer <i>paying our way</i> and even the reduced monthly parish share of £3510 may be too much. The best time for a Stewardship Campaign may be at the start of a new school term. Members were asked to feed ideas back to the wardens. ACTION All	RR/ BD ALL
13.3	Link Magazine annual subscription and advertising rates for 2026. Following discussion SR proposed and MT seconded and all agreed that the current subscription increase from £6 to £7, as the existing rate had been held for 3 years and costs were still rising. This will be included in the September autumn link magazine – copy date is 8 August. Members noted that the advertising rates apply from 6 April each year. They could probably be increased by a similar amount. Members suggested that TW speak to Roger Martin. ACTION TW.	TW
14.	Feedback from Five Churches Fellowship , Monday 30 June: 7.30 to 9.00pm (JP). 29 people from all 5 churches in the benefice attended the first meeting held in Tidenham Church. The plan is to hold quarterly meetings and rotate them around the benefice.	
15.	Gas and Electricity Contracts from 01 January 2026 (PC and IG) Our energy broker Jim Hackford's 01 July update was read out. His intention to provide a quotation by today was thwarted by events in the middle east. Prices have now come down and he is working hard to provide a quotation. Circulating an offer to members via email could mean a missed opportunity, as contract offers often have a short life. PC suggested that if we receive a time-limited offer prior to the next meeting, PCC authorise EP, IG and PC to accept a new contract on their behalf. Ideally they would send an email to seek members' agreement with a 24 hour deadline. MM proposed and JP seconded that in extremis, EP, IG and PC could accept new Gas and Electricity contracts on behalf of the PCC. All agreed. ACTION PC, IG and EP.	PC / IG / EP
16.	Feedback from Joint Parish Outdoor Picnic: Sunday 6 July, Tutshill school playing field. The event celebrated the work of our youth leaders Emma Durbin and Eve Mcleod. It had to be held indoors Tutshill church due to a sudden squall of rain at 1 pm. Aled Jones of 'A&S Animal Encounters' provide the entertainment. Many people from the whole community attended who don't normally come to church and the display of exotic animals was a great event for children of all ages. £120 was donated.	

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17.	Health & Safety: No new reported issues. 6 people attending JR's emergency paediatric first aid course in Tutshill church on 19 July. They all passed! - A hard copy first aid manual has been bought for each church. - JR to hold a refresher first aid course in Tutshill church on 10 August at 2pm. - PCC expressed its thanks to JR for running these courses.	
18.	What's Coming up? - Prayer Breakfast for Children and Youth on Saturday 12 July at Tutshill church. - RECOGNISE event at Tutshill 11:00 service on Sunday 13 July to celebrate all that our team of youth volunteers do.	
19.	Let's share some Good News! - Summer Gala concert in Tidenham church on 14 June <i>and</i> The Art and Flowers Festival from 20 – 23 June were well attended and successful both financially and in attracting the local community to use the church building. Tidenham History Group attended and made £49 donation to Tidenham Friends. Thanks to the organisers and to everyone who participated! - Summer Concert in Tutshill church on 4 July raised £704, shared between local charity <i>Breathe</i> and our Children, Youth and Families ministry - EP starts Reader Training in September - ED awarded Food Hygiene and Safety Certificate level 2 on 24 June 2025 - NF has just completed her Introduction to Christian Ministry (ICM) course - Date for NB to commission EP and Fiona Gardiner as worship leaders is needed ACTION JP to speak to NB	JP / NB
20.	AOB	
20.1	Tidenham church security – NB usually locks the church, but MM recently discovered it open. BD to check the rota with NB. ACTION BD / NB	BD / NB
20.2	Fire safety training. JR has offered to run a practical course, which IG will arrange for the autumn. Wardens, deputy wardens and sidespeople should attend. ACTION IG	IG
20.3	Fire extinguisher contract. Our contractor is off sick, but PC will arrange site visits asap.	PC
20.4	Letter of thanks from Revd Bro Tom Clammer OC was read out.	
20.5	Rosalind Seward standing down as Parish Safeguarding Officer (PSO). Some of the admin work could be carried out by someone other than the PSO. Announcement to be made by RR and BD ACTION RR and BD	BD / RR
20.6	NB's presentation to September PCC will include a report on parish summer events. Potential presentation by Lorna Theophilus to October PCC. ACTION IG	IG
21.	ITEMS FOR INFORMATION	
21.1	Safeguarding Events. RR confirmed there had been no new safeguarding events.	
21.2	The contract and ongoing cost of the "Free" card reader at Tidenham Church ceased on 30 June. A new card reader has been bought by RR.	
21.4	GDPR: No issues.	
21.5	Payments to our selected charities were made on 30 June as agreed at 10 June PCC	
21.6	Changes to Church Electoral Roll since the last PCC meeting on 10 June: NIL	

Meeting closed at 21:50 with our vacancy prayer and the Grace.

Next meeting: Tuesday 9 September at Tutshill church at 19:30.

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APPENDIX

Administration tasks from 1 September 2025, revised 8 July 2025: -

Task	Owner
Weekly briefing	RR/SR*
Liturgical input to weekly briefing	BD/NB
Funeral administration	PC / NB
Purchasing / Procurement	PC
Tidenham Parish Church Website	RR*
A Church Near You Website	NF
Church booking	RR/SR
Parish calendar and alignment with rota	RR
Christmas/Easter Card	RR/SR
Content on Notice boards	IG
Rota circulation	BD/NB
Email groups and Mailchimp / Canva	RR/SR
Photocopying	RR/SR
Church mobile phone and the Tidenham admin email account.	RR

*** Subject to further discussion**