

MINUTES
Leadership Team Meeting
Wednesday 2nd February 2022 at 7.30pm, by Zoom:

Members: Gill Andrews (co-opted member), Pam Asbury (co-opted member), Jeyasingh John Samuel (Churchwarden), Pat Macgregor (Treasurer), Eleanor Nicholls (co-opted member), Francis Serjeant (Churchwarden), Mike Smith (Rector), Nigel Smith (Chair and co-opted member), Helen Wernham (Secretary and co-opted member)

Apologies received: Gill (for part of meeting), Pat

Item	Action
<p>1. Welcome & apologies</p>	
<p>2. Dwelling in the word</p>	
<p>3. Standing items</p> <p>3.1 Declarations of interest – none.</p> <p>3.2 Safeguarding issues – none specific.</p> <p>3.3 Pastoral care – Olive branch: Mike, Helen and Heather met today and spent some time identifying and discussing people missing from church and who needs support.</p> <p>3.4 Spiritual growth – housegroups have started on the Jonah series. There will be Lent groups.</p> <p>3.5 Health & Safety – nothing specific. Nigel will itemise an aspect of Health and Safety for the next meeting.</p>	
<p>4. Minutes of the previous meeting</p> <p>4.1 Previous meeting minutes agreed.</p> <p>4.2 Matters arising</p> <p>4.2.1 Helen to arrange a meeting of the Olive Branch. Meeting arranged for 2/2/22.</p> <p>4.2.2 Get quotes for guttering renewal. Nigel. Outstanding</p> <p>4.2.3 Sideperson's meeting to be arranged in 2022. In progress</p> <p>4.2.4 Nigel and Francis to consider repairs to porch noticeboard. Quote from Ian Machin (Caversham Carpentry & Joinery) has been accepted</p> <p>4.2.5 AV/streaming: Pat will follow up regarding the grant application. DAC visited on 20/1/22 and suggested getting a better console. Close to getting a diocese permission to progress.</p> <p>4.2.6 Pat to pursue a church debit card so she can purchase items directly.</p> <p>4.2.5 Church supplies: consider ethical sourcing. Pam and Helen are in contact. Cleaning team will try alternative cleaning products.</p> <p>4.2.7 Nigel to email groups about revised covid measures. Nigel Done</p> <p>4.2.8 Organise selection of charities for 2022 pre-forum. Nigel In progress (see agenda item 6.2)</p> <p>4.2.9 Include handling of cash in agenda for sidesmen's meeting. Jey In progress</p>	<p>Nigel Jey</p> <p>Pat Pat</p>
<p>5. Rector's update</p> <p>5.1 General update Looking ahead to Easter. The worship committee has not yet planned Holy Week and Easter but it will probably be planned as usual and changed if necessary. Easter day dawn service could start in the churchyard or Caversham Court. Ash Wednesday will be as usual, with ashing at the evening service.</p>	

Re-ordering.

The meeting with DAC went well. They looked at the second plan with the removal of all the pews. At this stage their advice is informal and they are less concerned about pew removal than about lifting the floor because of the impact on the look of the building, particularly the pillars. They suggested alternative ways of reducing issue of levels, such as ramps. An alternative scheme is being drawn up by the architects. Another issue was changing the use of the Lady Chapel. They need to know what we really need and on what we are prepared to compromise. The statement of need needs to be more robust and specific.

6. Main notified business

6.1 Review current covid measures.

- Masks – regular congregation accept masks, but what about Baptism parties during the service? We will encourage people to wear masks but can't enforce.
- Hand hygiene – remain the same.
- Social distancing - remain as now.
- Lateral flow tests – encourage, not oblige.
- Sunday Club – wearing masks with the VdS doors open – the doors should remain open. Pam will make a sign for the doors.
- Choir processing – the principle still remains of limiting movement around the building.
- Refreshments – should we resume coffee after the service? Socialising is important. It was agreed to reintroduce coffee starting at the Forum and explain the reasons, fellowship etc.

Pam

6.2 Forum agenda

- Selection of charities for 2022. The “winner” in each category needs to be aware they will need to organise the collection.
- Reordering. Original banners will be displayed this Sunday. Gill and Francis to check if Richard is prepared for the Forum and the CLT will be informed what support is needed. Jey and (hopefully) Eleanor will man the console.
- Coffee – the reasoning behind the reintroduction.

Gill
Francis

7. Finance & expenditure

7.1 Regular report

- **Banks Accounts up to: 31st January 2022**

Community Account	£22,144.00
Appeal Account	£44,021.00
Savings Account	£16,914.00

- **The CBF Church of England Funds - £370,000**

(I have just now got the means to calculate the loss or gain on our investment but haven't been able to do it in time for our meeting. At present it looks as though we have made a loss but am ensured by Richard that we will make this up long term)

• PGS – Total donated to date:	£119,769.08
PGS Total Tax Year to date	£38,437.83
PGS Calendar year to date	£4,561.61
PGS donations inc Gift Aid - January:	£4,561.61

- **Community Account Pledges**

S/O Pledges for November	£1,486.67
S/O Pledges for December	£1,303.67
S/O Pledges for January	£1,256.67

• Appeal Account	
Appeal Account Donations January	£10.00
• Goodbox open plate for January	£94.54
• Recipe Book	
Appeal Account Sales December	£120.00
Appeal Account Sales January	£95.00

8. Other notified business

8.1 PCC vision day

Submissions have been made by various people. Re-ordering is on the list of projects to be considered.

8.2 Church social events

Mike talked of the importance of re-building social events to draw the whole congregation together. Francis will ask Mary Wesley about resuming the rambling group. It was agreed to have an event on St. Peter's day, 3rd July.

8.3 Visiting organist – he hasn't come back to Mike. In order to ensure future requests are welcomed it was thought safeguarding procedures could be more prepared.

9. Churchwardens' reports (questions only)

9.1 Reports from churchwardens

From Francis:

DAC visit

1. I joined the St Peter's Reordering panel and attended the DAC visit to St Peter's to discuss reordering issues (visit outcome reported elsewhere at this CLT meeting)

2. Churchyard

FYI there is a Council reorganisation of departments (to make cost savings) and Parks and Streetcare amalgamating to form a new Street Scene Team. Unfortunately the Landscape Services Manager who has been useful for tree issues at Caversham Court and churchyard has resigned together with another colleague so there is a void contacts as posts will probably be left unfilled.

3. Defibrillator

Progress has been made. Council has agreed to the use of the street lamp outside Caversham Court will be used to locate the defibrillator box as an electricity source. To advance the project – selection of a specific defibrillator and for setting up a crowd funding appeal I need help. The latter is important as it would be financial bad practice to have sole access to crowd funded monies raised.

Francis would like help with this project and may ask if anyone in the congregation would be interested.

4. Notice Board

Ian Machin (Caversham Carpentry & Joinery) has submitted a quote for the repair work of £275. The work includes one coat of wood preserver on the new timber. The new timber will require dark wood stain. Does anyone have a half used tin that I can use to complete the project? Declaration of interest is that I am a friend of Ian. If the CLT agree to this work I will inform Ian to proceed.

5. **Articles of Enquiry report for diocese** I have sent to Caroline the St Peter's information for her to include in the parish report.

From Jey:

1. Received all the Sides email id's from Steve. I've sent out a doodle poll to find suitable dates from everyone to arrange a date/time. Still waiting for responses from a few more Sides. Once I get those responses, I will be scheduling a Coffee Morning/meeting with Sides.
 2. I had to be a Sides last Sunday, 30 Jan since no Sides turned up (I think this is because of the 5th week). We need to discuss this in our Side meeting as I think this needs to be addressed. It happened previously on the 5th Sunday Oct last year too. I am more than happy to cover this as and when required but I am conscious that in case I am not available.
 3. Church supplies - As I understand from Nigel and Helen this matter is now resolved - No further action required.
 4. Helping Sunday morning zooming as required.
- Mike asked about the APCM which will be due soon. Caroline will be chasing this up.

9.2 **Fabric report**

From Nigel

FABRIC

- Following a comment by the DAC I have removed the cables that were draped across the wall near the tower; they were connected to the previous streaming system and the old phone line, so no longer needed.
- All light bulbs are currently operational.
- January was the worst month since September for spurious 'GPRS fault' alarm notifications; thankfully they have all come through as emails (not phone calls); there have been no actual security issues.
- The second heater remote control has been replaced by Michael Radcliffe, so we are now back where we were previously – with two working units.
- The ciborium (silver, stemmed communion vessel with a lid) got damaged and is currently with Walton's for repair – estimated to cost £120-150. We hope the lid will fit better when it comes back.

OTHER

- Streaming of 9.30 services going well; using the extra mic for the choir improves the sound quality for online worshippers (currently 16-20 each week)

10. Events (all subject to postponement/cancellation due to COVID-19)

- St. Peter's Day 3.7.22

**All to
take
note**

11. Church forum dates

- 13 February 2022
- 12 June
- 9 October

**All to
take
note**

<p>12. CLT meeting dates (all 7.30pm):</p> <ul style="list-style-type: none"> • Wed 9 March • Wed 6 April • Wed 11 May • Wed 8 June • Wed 6 July • Wed 7 September • Wed 5 October • Wed 2 November • Wed 7 December 	<p>All to take note</p>
<p>13. Next scheduled meeting: Wednesday 9 March 2022, 7.30pm</p>	
<p>14. Close & the Grace</p>	
<p>Signed:</p> <p>Chair:</p> <p>Secretary:</p>	