



CAVERSHAM THAMESIDE  
AND MAPLEDURHAM  
ST PETER | ST MARGARET | ST JOHN

The Parochial Church Council of  
Caversham Thameside and Mapledurham

Trustees' Report, financial headline figures  
and other reports

Year ending 31 December 2022

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# Trustees' Report

## Aim and Purposes

The Parochial Church Council of the Parish of Caversham Thameside and Mapledurham is a charity registered with the Charity Commission, England and Wales.

The members of the Parochial Church Council (PCC) are the trustees of the charity. The PCC has a responsibility to co-operate with the incumbent, Revd Mike Smith, in promoting, in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

There are responsibilities and statutory duties in respect of 25 Ilkley Road RG4 7BD and Church House RG4 8AX under the Parochial Church Council Powers Measure 1956, and 6 Gosbrook Road RG4 8BS under the Incumbents and Churchwardens (Trust) Measure 1964.

In this year the PCC employed three members of staff: the Parish Administrator who is also PA to the Rector, the Church House Administrator (May to October 2022) and the Children and Families worker based at St John's Church.

## Objectives and Activities

The PCC is committed to promoting the Christian faith in our parish, encouraging faith in Christ, to worship in our three churches and to become part of the life of our parish. The PCC, together with its sub-committees, maintains an overview of the whole life of the parish and makes suggestions on how our church life can involve the people and groups that live within our parish. Our services and worship put faith into practice through prayer and scripture, music and sacrament.

When planning our activities for the year, we have considered the Commission's guidance on public benefit and, in particular, the supplementary guidance on charities for the advancement of religion. In particular, we try to enable ordinary people to live out their faith as part of our parish community through:

- Worship and prayer; learning about their faith; and developing their knowledge and trust in Christ
- Provision of pastoral care for people living in the parish
- Missionary, outreach and social awareness raising work

To facilitate this work it is important that we maintain the fabric of our three churches, and our ancillary properties which support our activities and finances.

The Trustees are aware of the Charity Code of Governance and its principles, and how they affect the Charity.

## Achievements and Performance

2022 was a year of rebuilding our church congregations and allowing the dust to settle after the Covid pandemic. Alongside many other churches, we discovered that the size and profile of our congregations have changed with new arrivals, and others who had moved away or not returned to church.

In July 2022 we were delighted that Catherine Radcliffe, a member of St Peter's Church, was ordained Deacon having completed her two years of ordination training. Catherine will have a ministry focused on St Peter's, and she has spent the first months of her ordained ministry transitioning to ordained life within a church with which she is familiar and where she is known well. Catherine will particularly have a liturgical and pastoral focused ministry, including with the church choir of whom she is a member.

In December 2022, our curate Andy Storch completed his curacy, which we were delighted to help him celebrate. Andy has now been re-licensed with us as an Associate Priest, whilst he spends the period ahead discerning the next steps for his ministry.

The sad death of Her Majesty Queen Elizabeth II was marked by all three of our churches opening their buildings. Many in our community used this period of national mourning to come to church, pray, and

record messages of condolence. Our bell ringers assisted by ensuring the bells at St Peter's and St Margaret's tolled on the appropriate occasions.

The PCC met on eight occasions during 2021, sometimes online and sometimes in person. Besides the usual round of church business, including managing our finances, buildings and ensuring parish policy is implemented, the major focus for the year was to agree a new set of priorities for ministry and mission for the next 5 years. The PCC has agreed to focus on:

- Youth ministry
- Children & families ministry
- Healing ministry
- Discipleship & Nurture ministry
- Bereavement ministry

Each of these ministries has funds allocated to it for 2023, with work plans being developed. During this year, the PCC put in place a recruitment process for a parish youth worker to lead the first of these priorities. To allow the parish to focus on these ministry priorities, the PCC has also agreed to fund enabling works to church buildings and infrastructure.

### Safeguarding

The PCC continues to abide by the House of Bishops' 'Promoting a Safer Church' Safeguarding Policy and pays due regard to this in all its safeguarding work in the parish.

This year we renewed our parish safeguarding policy, which continues to be modelled on the latest version of the Diocesan policy. We follow the latest "Safer Recruitment" guidance to ensure that Safeguarding lies at the heart of all recruitment and have continued to ensure we have clear role definitions for each paid and volunteer post. We continue to ensure that all employees and volunteers have current DBS certificates and have access to the necessary safeguarding training their position requires. We have gratefully received support from diocesan colleagues in safeguarding case management.

Our Parish Safeguarding Officer, Christine Bradbury, has undertaken significant work throughout this year, ably supported by our Parish Administrator, as we seek to use the Safeguarding Parish Dashboard to monitor our implementation of safeguarding policy and practice.

### Worship and Prayer

Our pattern of worship has changed from that established under Covid, and we have largely returned to pre-Covid worship patterns. Much of the pandemic health precautions have disappeared from our churches. Our congregations have been very resilient and stuck with us through these years of change. We have seen growth in the St John's midweek congregation, with the numbers now being 50% more than in 2019. Two of our church buildings continue to remain open during daylight hours and receive a sizeable number of visitors each day.

To complement our church-based worship, we have retained our online worship offer. Each church offers something different. We have an online prayer group that meets twice each month. We have allocated resources as part of our strategic parish plan to allow each church to invest in the technology it needs to ensure the online offer is as good as it can be.

Our small groups continued to meet throughout this year, sometimes in person, sometimes online. They study scripture, pray and worship together, and offer pastoral care to one another. We met online and in person in small groups for Advent and Lent.

We have seen an increase in the number of weddings and baptisms from the previous Covid-hit years. Whilst our number of weddings has declined over the last decade (very much following national trends) our number of baptisms remains high. Thankfully, we have returned to a more normal number of funerals in the parish.

In November it was wonderful to host and celebrate with 18 young people as they were confirmed, including many from our parish.

The Electoral Roll at 31 December 2022 totalled 217 people, made up of:

	<b>2022</b>	<b>2021</b>	<b>2020</b>	<b>2019*</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>
St Peter	124	126	128	129	143	144	148
St Margaret	38	37	38	36	45	45	46
St John	55	50	51	48	72	62	61

\*indicates the year a new roll was made

## Deanery Synod

The Deanery Synod met in March, June and November 2022. The March meeting featured a presentation from PACT (Parents and Children Together) and established the membership and terms of reference for the committee deciding the Parish Share allocation. In June, consideration was given to our response to the Climate Emergency and a proposal to support the installation of solar panels and heat pumps in churches. The 2023 Indicative Parish Share proposals were agreed. The November meeting heard about Citizens UK, a Diocesan initiative, and agreed to become a member. The issues for our churches of the cost of energy crisis were discussed. Consideration has been given to updating the Deanery Mission Action Plan and a short-term recovery plan submitted to the Archdeacon's Team. Mike Smith, our rector, has been appointed Area Dean.

## Reports on the fabric, goods and ornament of the Parish Churches

### **St Margaret's Church**

During the year of 2022, the church of St Margaret Mapledurham has been open daily for visitors and private prayer. Sunday services inside the church and a few outside services have provided Holy Communion, baptisms, weddings, funerals and lay led Services of the Word.

The commencement of works, identified in the 2020 Quinquennial Inspection, by JG Restorations Ltd that started in October 2021 was completed by October 2022. This included items of Re-plastering, Re-pointing, tower/turret clocks face replacement and repair, rainwater goods, drainage, window grilles/bars also re-pointing of the car park wall.

The work to replace the existing internal noticeboard at the back of church with a new noticeboard continues and it is being made by a local carpenter.

In June the installation of new water supply from the Mapledurham Estate to the church tower and toilet block was completed.

A Commonwealth War Grave Commission sign has been fixed to the wall by the war memorial gates.

The full electrical installation five yearly inspections were completed in June and a pass certificate issued.

Fire extinguishers were inspected and serviced in July.

In November application for List B faculties were made for:

- The introduction of a memorial bench into the churchyard.
- Installation of Vertical Safety Line System to Tower Ladder (completed in February 2023).
- Internal restoration and redecoration of North Aisle, Nave, Chancel, Organ Chamber, Vestry, Porch and Lower Tower

### **St Peter's Church**

Church Building Repairs / Building Issues: Church "escaped" lightly from the effects of Storm Eunice.

Guttering - Quote from Stone Ltd accepted to repair and repaint church guttering and down pipes. This was done over the summer. Work included replacing missing/loose roof tiles. Costs exceeded agreed quote due to the necessity of replacing some of the ironwork.

Leaks /Damp - Crumbling plaster work beside glass doors. Other patches of crumbling plasterwork north aisle. Architect contacted about getting plasterwork repaired. Addresses of companies to be approached given. Vestry had rainwater leak in October. Roof valley found to be clogged with vegetation. Volunteers cleared vegetation and debris from all guttering, rainwater channels and roof valleys. Blocked toilet sorted out after several unsuccessful attempts.

Bell Tower: The proposal for sound proofing in the bell tower presented at November's PCC meeting; Scheme approved by Archdeacon.

Security: Ongoing issue in early part of the year with spurious 'GPRS fault' alarm notifications plus on one occasion alarm was set off. No signs of forced entry into vestry. Chubb have provided stands for all our fire extinguishers and extinguishers passed annual inspection test. Smart water plus smart water signs purchased. Smart water applied to the new guttering, the AV console, church plate etc. Signs displayed. Nest cameras installed to cover church interior. Key holder register up to date. Nigel Smith attended a phone meeting with Ecclesiastical Insurance for a 'Desktop Risk Assessment' of the church – no major issues highlighted.

Streaming: Prior to installation of AV console, obsolete cables and a double-sided pew removed to provide space for the console. Church temporarily closed for installation. Streaming team set up for services including children. Guest Wi-Fi signs now displayed in church.

Notice Boards: The church sign on the corner of the Warren broke off. Temporarily re-attached with new fixings, the board itself is very rotten and will need replacing. Exterior Notice board beside porch repaired and A-frame 'church open' sign refurbished.

Church Plate: The ciborium (silver, stemmed communion vessel with a lid) got damaged and was repaired by Walton's jewellers.

Heating: Heating for services set with a timer. It had to be overridden during a period of extreme cold and dampness. Electric organ effected by these conditions in December.

Lady Chapel: Temporarily became a chapel of remembrance after the Queen's death.

Housekeeping: Church receives a weekly clean from a team of volunteers. In addition, volunteers did a major autumn clean of the interior one November Saturday. This was followed by the Churchyard leaf clear up with the cub scouts and members of the congregation.

Throughout the year the church property register was maintained and updated; the latest version was presented at the March 2023 PCC meeting.

### **St John's Church**

Since the last report the church building has continued to be open for regular worship and other uses e.g the 3Cs Café is up and running again on Tuesdays and a small group meets for Bible study midweek in the Upper Room. We are delighted that the use of the church by the congregation and other members of our wider community has increased over this time.

Property Register (Terrier and Inventory): The property register was maintained and updated through the year and is due to be presented to the PCC in May 2023.

Organ: The organ remains out of use, no further actions regarding the organ have occurred since the last report.

Electrical work: The electricians carried out portable appliance testing 03/02/2023.

Roof and guttering: the roof remains an issue that is monitored and managed. The snow guards and Heras fencing have continued to protect the site users from the risks of falling tiles. A condition of the faculty for the fences is that within a year the PCC need reapply for the faculty including plans to make good the roof. These plans are being progressed.

Quinquennial Inspection: The final report was issued on Wed 23/03/2022. The roof was the largest item. The plans for the roof are developing to include all the high level repairs identified in the QI. Given the opportunity of scaffolding the roof and its southern aspect, we are exploring options for installing solar panels, with our architect and consultants.

Users: The Lower Caversham Community Partnership's 3Cs café, which has a licence to operate in the church reopened in the second half of 2022. Food 4 Families' Gosbrook Garden Growers continue to use the south east corner of the churchyard from March-October. The scouts have completed repairs to their hut in the north east corner of the churchyard, and their groups are thriving.

### Pastoral Care

Our pastoral care work has continued to be a priority. Two of our churches have organised pastoral care teams, and our focus this year was re-establishing those teams and recruiting new volunteers.

We have put energy and resource into developing our bereavement support ministry. One of our church members now leads a team of volunteers to offer the Bereavement Journey course twice a year, offering those recently bereaved emotional and pastoral support and a chance to meet other people in a comparable situation to them. This is valued by those grieving.

### Mission and Evangelism

We strive to live out our faith in our local community, and to present the Good News of the Gospel of Jesus Christ in a way that engages people of all ages and backgrounds. Our churches and congregations continue to be engaged with our local community. Each church makes its own choices about where they sense God is calling them, and individuals also express their own faith through volunteering for a range of organisations and projects.

The new parish priorities have given us a fresh impetus to focus our mission and evangelism. We already have developed strategic plans for work with children and young families, and our employee Anna Clarke delivers on this agenda at St John's church. We have developed a strategic plan for youth work and, by the end of 2022, were recruiting to fill this paid role. The focus of this role will be to disciple our existing young people, and to reach those beyond our existing contacts and to bring them to a living faith in Christ. Our bereavement work has a missional focus, reaching out to people at a point of pastoral need. We are seeing early signs of this ministry encouraging some to examine their faith. Going forward we will develop plans for our discipleship and faith nurture and our healing ministry work.

Our churches continue to support mission agencies through their giving, with churches offering significant funds during the year for different agencies and organisations. Many individual members of our churches spend numerous hours each week in supporting and encouraging community groups and providing our churches with invaluable contacts into the local community.

We continue the policy of using surplus funds generated from rental of our Church House property to offer grants within the parish and to wider Caversham churches to aid their mission.

### Ecumenical Relationships

The parish continues to play an active role in Churches Together in Caversham (CTC). We continue to support the REinspired project in Caversham which provides religious education support to state primary schools in our community. The project is highly valued in schools, as it provides material for anything from whole school assemblies to individual lessons and church visits. The parish has funded the project costs at £5,000 per year for several years. Church members also volunteer with the project to teach the RE lessons. Members of all our churches support the summer CTC Holiday Club, which is valued by families throughout Caversham. We also run, and receive support from, CTC churches a Messy Church project through the Weller Centre in east Caversham. As churches together we continued developing our work focused on supporting young people, particularly in and around knife crime, following the death of two local young people to knife crime in 2021.

At Christmas we were able once again to hold Nativity Live! which brought 400-500 people onto the streets and 200 people into St John's for the final drama. On Pentecost Sunday CTC hosted a Jubilee Celebration by the River Thames at which congregations joined together to worship and socialise, accompanied by the

Salvation Army band with speeches honouring the long reign of our Queen from the Mayor of Reading, Deputy Lord Lieutenant, and the Bishop of Reading.

## Financial Review

A copy of this Trustees Report and attached Financial Statements are filed with the Charities Commission. It is our policy to invest the balances of our short-term funds with the CBF Church of England Deposit Accounts and our investments with their Investment Funds.

The Accounts of the Parish of Caversham Thameside and Mapledurham include the financial results of the three Churches, the parish fete, the parish fees account and Church House, together with the Caversham Parochial Fund and our CBF investments and properties.

There were 3 main issues affecting the 2022 accounts:

1. Our CCLA Investments fell by nearly £ 125,000 in 2022 after many years of rising value.
2. The property 25 Ilkley Rd was revalued in the year, resulting in an increase of £50,000.
3. The proceeds from the sale of 51 Galsworthy Drive in 2021 have been recategorized as Unrestricted in this year's accounts as there are no remaining restrictions on the use of the funds. The sum of £446,397 is therefore shown as a transfer from Restricted to Unrestricted on the Statement of Financial Activities.

Overall, the net movement in funds for the year amounted to a deficit of £80,960 (2021 surplus of £468,204). Stripping out the property revaluation and the CCLA units fall, the deficit was £6,241. The overall deficit of £80,960 comprised a surplus of £364,919 on the Unrestricted Funds (refer to item 3 above) and a deficit of £445,879 on the Restricted Funds.

## **General Income and Expenditure**

Total income was £341,546. This is a slight increase on the underlying income of the parish from 2021. Similarly, the total expenditure was £347,787. This showed an increase of £32,639 over the 2021 expenditure of £315,148 mostly due to major expenditure on the St Peters AV system.

We paid the Diocesan quota on time in full and therefore received the maximum rebate.

A detailed analysis of the income and expenditure is given on pages 16 & 17 of the Financial Statements

## **Unrestricted Funds**

The large surplus on the Unrestricted account is largely due to the transfer of the £446,397 from Restricted to Unrestricted (see above).

Other notable features in 2022 were:

- St Margaret's made a surplus on their operating account; St John's effectively broke even but St Peter's had a deficit of £21,500 even after withdrawing £20,000 from the Appeal Fund to fund the AV works.
- The church electricity bills increased to £12,400 in 2022, although this was partly offset by a Diocesan grant of £ 936 for each church. We are forecasting these costs to increase to over £25,000 in 2023.
- The central parish fund recorded a surplus of £17,600 due to lower than expected expenditure on both parish administration and parish property.

## **Restricted Funds**

The deficit on the Restricted Account amounted to £445,879, mainly due to the transfer of the 51 Galsworthy Drive Fund (as explained above)

Church House generated a surplus of £20,230 of which £15,422 was donated to charitable causes. The rental income from Church House rentals was steady and the income from miscellaneous lettings of the Haslam Hall increased to £8,844 although still below pre-pandemic levels. The parish continued to accept

the reduction in the Barber shop rent by 25% throughout 2022 but this reverted to 100% rent on 1 January 2023.

The value of the St Peters Appeal fund decreased from £43,920 to £21,100 during 2022, as the St Peter's AV installation was funded from this account.

The combined St Peter and St Margaret bell ringers' accounts increased by approximately £400 in 2022.

### **Unrealised Gains /Losses**

All gains or losses on the revaluation of our freehold property and unit trust investments are unrealised and they do not have an impact on the day-to day running of the Churches or the Parish as a whole.

### **Properties**

25 Ilkley Road: The property is let to third party tenants at a rent of £20,340 less agents' fees. The property is managed by Walmsley on our behalf. There were no significant issues in 2022 and the tenants continued to pay promptly.

Church House: The property is ably managed by the Properties Committee (a sub-committee of the PCC) to whom we are most grateful. The Church House income is derived from commercial and residential leases together with room lettings. Overall rental income amounted to £42,200 in 2022. Church House spent £ 4,350 on miscellaneous building repairs.

We invested a further £15,000 of general reserve in the CCLA Reserve Investment account during the year, and also opened a new CCLA Deposit fund with an initial deposit of £30,000.

Our Haslam Maintenance Reserve and the General Reserve CCLA accounts showed investment losses of £5,4343 and £8,245 respectively.

6 Gosbrook Road: The property is occupied by a commercial tenant under the terms of a twenty-year lease. Hicks Baker manage the property on our behalf. We received the full rent of £14,000 less agents' fees in 2022. In 2021 the tenant asked to assign the tenancy to a third party, but there is no activity on this proposal. The negotiations are being handled by Hicks Baker on our behalf.

### **Fete**

Fortunately, we were able to hold a parish church fete again in 2022 which raised £6,000 towards parish funds.

### **Reserves Policy**

It is PCC policy to maintain a cash balance on the unrestricted funds which equates to circa six months of the unrestricted funds normal annual expenditure. Based on the 2022 expenditure of £281,997 this implies a balance of approximately £140,000 is required at all times. At the end of 2022 the current cash assets and short-term deposits combined amounted to over £308,000

[Note that certain of these funds are from time to time earmarked for designated purposes.]

### **Bankers and Advisers to the PCC**

Bankers:	Barclays (main bankers); Natwest; Co-operative Bank
Legal Advisers:	Winckworth Sherwood, Oxford
Property Managing Agents:	Domestic property – Walmsley Commercial Property - Hicks Baker
Independent Examiner:	Mercer Lewin, 6/7 Citibase, New Barclay House, 234 Botley Rd, Oxford OX2 0HP

### **Structure, governance and management**

The method of appointing members of the PCC is defined in the Church Representation Rules.



There are nine elected lay representatives on the PCC; three from each of the parish churches. One member per church retires each year in accordance with the provisions of Church Representation Rules. These numbers may be altered by resolution of the Annual Parochial Church Meeting under Church Representation Rule M15(9).

All church members designate their usual place of worship on their Electoral Roll form. Any dispute as to the usual place of worship of a candidate for election to the PCC shall be decided by the incumbent of the parish or the priest in charge of the parish where the rights of presentation have been suspended.

Alongside its legal and statutory duties, the PCC has developed a governance structure which defines the remit of the PCC as:

- to develop a vision and a set of values which define the “whole mission of the Church” across the parish.
- to link the churches to the deanery, the diocese and to ecumenical partners.
- to encourage and scrutinize the development of the three churches against the vision and values of the PCC.
- to fulfil its legal responsibilities with regard to, amongst other things, charity law, safeguarding and health & safety.

The Rector and Churchwardens appoint a Church Leadership Team for each church, which formally report to the PCC on their business. The Rector, clergy working in the church and churchwardens are ex officio members. This group also appoint other people to the team. The teams have the express purpose of growing the church spiritually, numerically, financially and in other less tangible (though no less important) ways (e.g. confidence) by giving attention to the health of:

- the people within the existing church through its programme of worship, nurture and pastoral care.
- the development, nurturing and sustainability of a fresh expression of church.
- the mission of the church.
- the fabric of the church (with reference to Faculty applications, CLTs are responsible for bringing fully completed proposals to the PCC in a form suitable for agreement).
- the finances of the church.

The PCC operates through a number of committees, which meet in between full meetings of the PCC:

- Standing Committee – meets as needed, transacting business between meetings.
- Church Leadership Teams (CLTs) met on average every 4-8 weeks and discussed items to do with the detailed management of church affairs, buildings, finance, volunteers and the implementation of decisions made by the PCC.
- The Parish Properties sub-committee – made up of members of the parish, oversees the management and maintenance of all non-ecclesiastical properties in the parish. It reports to the PCC as appropriate.
- PCC Grants Team – made up of members of all three congregations, awards grants from the net income arising from Church House in accordance with the Trust Deed.

Further details of how the various committees work is given on the Parish website [www.ctmparish.org.uk/policies-and-structures/#Governance\\_Structure](http://www.ctmparish.org.uk/policies-and-structures/#Governance_Structure).

### Administrative information

The Parish of Caversham Thameside and Mapledurham is part of the Diocese of Oxford within the Church of England. There are three parish churches: St Peter, The Warren, Caversham RG4 7TH; St John the Baptist, St John’s Road, Caversham RG4 8EB; St Margaret, Mapledurham RG4 7TR. The correspondence

address for the whole parish is Church House, 59 Church Street, Caversham RG4 8AX. The parish website is [www.ctmparish.org.uk](http://www.ctmparish.org.uk).

PCC members who have served at any time from 1 January 2022 until the date of this report are:

**Ex Officio members**

<b>Incumbent:</b>	*Revd Mike Smith	
<b>Associate Vicars:</b>	*Revd Penny Cuthbert	Revd Rachel Ross Smith (from Oct 2022)
<b>Curates:</b>	Revd Andy Storch	Rev Catherine Radcliffe (from June 2022)
<b>Lay Readers:</b>	Phil Blackburn	*Anthony Wisdom
<b>Churchwardens:</b>	*Jeyasingh John Samuel	Francis Serjeant
	*Peter Stratton	Bridget Cumming Bruce (to 8 May 2022)
	David Spencer	Sally Harlow

**Elected members**

Deanery Synod: (from 2020 for 3 years)	Ralph Taylor	*Peter Stratton
	Jacque Kavanagh	Richard Purkis

**Lay Representatives:**

<u>St John:</u>	<u>St Margaret:</u>	<u>St Peter:</u>
Ann Deane	Jane Reason	Jonathan Wheeler
Toni Smith	Anne Taylor	Jenny Harrison
Sarah Smith		Pat Macgregor (from May 2022)

**Co-opted members (if not already members)**

Treasurer: \*Richard Larkin

Secretary: \*Caroline Smith

\*Members marked with an asterisk are/were also members of the Standing Committee

Approved by the Parochial Church Council on 29 March 2023 and signed on their behalf:



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Revd M K J Smith (Rector)

## Statement of Financial Activities

	Notes	2022			2021		
		Unrestricted Funds	Restricted Funds	TOTAL Funds	Unrestricted Funds	Restricted Funds	TOTAL Funds
		£	£	£	£	£	£
<b>INCOME</b>							
<b>Donations and legacies</b>							
Income from donations and legacies	2a	198,435	204	198,639	557,529	1,945	559,474
Other voluntary income	2b	11,182	1,960	13,142	12,381	4,004	16,385
<b>Income from investments</b>	2c	44,976	51,200	96,176	50,324	44,362	94,686
<b>Income from other trading activities</b>	2d	32,153	1,436	33,589	27,832	1,497	29,329
<b>TOTAL INCOME</b>		286,746	54,800	341,546	648,066	51,808	699,874
<b>EXPENDITURE</b>							
<b>Charitable expenditure</b>							
Donations and grants	3a	9,211	15,422	24,633	5,051	20,530	25,581
Activities relating to Church work	3b	244,814	26,082	270,896	218,938	3,063	222,001
Church management & admin	3d	15,736	-	15,736	17,340	-	17,340
<b>Costs of raising funds</b>							
Costs of Parish property	3e	8,375	24,286	32,661	19,953	29,356	49,309
Fund-raising and publicity	3c	3,861	-	3,861	917	-	917
<b>TOTAL EXPENDITURE</b>		281,997	65,790	347,787	262,199	52,949	315,148
<b>GAINS AND LOSSES ON INVESTMENTS</b>							
Property Valuations	4a	-	50,000	50,000	-	1,750	1,750
CBF Investments	4b/4c	(86,227)	(38,492)	(124,719)	5,273	76,455	81,728
		(86,227)	11,508	(74,719)	5,273	78,205	83,478
<b>NET INCOME/(EXPENDITURE)</b>		(81,478)	518	(80,960)	391,140	77,064	468,204
<b>TRANSFER INTO UNRESTRICTED ACCOUNT</b>		446,397	(446,397)	-	-	-	-
<b>NET MOVEMENT IN FUNDS</b>		364,919	(445,879)	(80,960)	391,140	77,064	468,204
<b>RECONCILIATION OF FUNDS</b>							
<b>TOTAL FUNDS BROUGHT FORWARD</b>		632,906	2,385,141	3,018,047	241,760	2,308,081	2,549,841
Rounding		(4)	(1)	(5)	6	(4)	2
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>997,821</b>	<b>1,939,261</b>	<b>2,937,082</b>	<b>632,906</b>	<b>2,385,141</b>	<b>3,018,047</b>

## Balance Sheet

	Notes	2022			2021
		Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
		£	£	£	£
<b>INVESTMENTS</b>					
Investment Property	4a	-	1,380,000	1,380,000	1,330,000
Unit Trusts	4b	714,931	309,946	1,024,877	963,871
		714,931	1,689,946	2,404,877	2,293,871
<b>CURRENT ASSETS</b>					
Debtors and prepayments	6	12,622	5,366	17,988	34,152
Short term deposits	4c	164,413	227,932	392,345	523,527
Cash at bank and in hand	4d	131,475	24,223	155,698	198,604
		308,510	257,521	566,031	756,283
<b>CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>					
	7	(25,620)	(8,206)	(33,826)	(32,107)
<b>NET CURRENT ASSETS</b>					
		282,890	249,315	532,205	724,176
<b>NET ASSETS</b>					
		997,821	1,939,261	2,937,082	3,018,047
<b>FUNDS</b>					
Unrestricted	11	997,821	-	997,821	632,906
Restricted		-	1,939,261	1,939,261	2,385,141
		<b>997,821</b>	<b>1,939,261</b>	<b>2,937,082</b>	<b>3,018,047</b>

A full copy of the Parish Accounts can be seen on the Parish website  
[\(www.ctmparish.org.uk/news/2023/annual-parochial-church-meeting-2023/\)](http://www.ctmparish.org.uk/news/2023/annual-parochial-church-meeting-2023/)

A printed copy can be obtained by contacting the Parish Administrator  
 (admin@ctmparish.org.uk / 996 8836)

## Other reports

### Children's work at St Peter's – Pam Asbury, Leader

The junior choir continues to develop with currently 14 members from age 6 to 16. The attendance is outstanding with 6 of the members having 100% attendance for January, February and March. The juniors work their way through the RSCM medal program and 2 of our young people attended a choral course in Oxford this Easter.

We introduced a combined section to our Friday practice so the whole choir sings together every Friday which is leading to more understanding between adults and children and a more integrated feel.

The Music group is open to all ages and abilities and has played on the 1st Sunday of the month since September. We currently have 6 young people in the group who make a vital contribution. The 3rd Sunday of each month has developed into an opportunity for the young people to get involved in the service. They have been able to have hands on experience with the Zoom operation. They are also included in the Reading and Intercession rotas.

Sunday club meet twice a month in the Vanderstegan Chapel to explore the gospel of that day with films, crafts and readings. It has become increasingly challenging to provide for the ever-expanding age range and we are delighted that Louise, the parish youth worker, is now able to get involved with the older group and meet their needs in a much more focused way leaving the primary aged children to work separately.

The children's area by the font has proved to be very successful, not only for pre-schoolers during Sunday services, but also during the week when the church is open for a quiet, safe place to sit and play.

### Children & Families Outreach Work - Anna Clarke, Children & Families Worker

It's encouraging to look back and reflect on the ways God has been at work over the past 12 months. At the last APCM, I reported that we'd just started a baby and toddler group. Well, a year on and we have been running weekly sessions during term-time that have been well attended, peaking recently at 23 children + parents/carers. But more important than numbers are the stories we hear and the things we notice. There have been celebratory moments shared following 'chance' encounters in Waitrose, overwhelmingly positive feedback from those who attend and crossover between the group and church events. It was also great in February of this year to organise a meet-up with those who run baby and toddler groups at other churches in Caversham and feel part of God's bigger picture of ministry in Caversham. Particular highlights for me this last year include the group's Christmas party where there was a tangible sense of joy in the room and the recent Explore Easter event for 0-6s where we had 35 children + 35 parents/carers in attendance.



In the run up to Easter this year, I felt God highlighting to me on multiple occasions, the immense privilege that it is to be able to share with families what Jesus has done for us and to have the opportunity to invite them into life with Him. As well as the Explore Easter session, we visited Newbridge Nursery and shared the Easter story with 60 children there; we held a successful Messy Church session with 21 children and their families; the Easter Uncracked event saw around 35 people (9 teams) take part; and REInspired delivered 11 Easter sessions to around 600 primary school pupils.

Besides Easter, other outreach events this past year have included the jubilee Pentecost celebration in the park, CTC's annual holiday club, St John's Day community BBQ, a Christmas crafternoon, the Christingle service and the popular Mother's Day Tea! Throughout the year we've also hosted visits to the church from various groups including classes from Thameside, Micklands, Newbridge Nursery and Beavers.



This past year we have been more intentional in our efforts to minister to families with children aged 0-4, including through the baby and toddler group, through baptism visits and through restarting our Sunday morning Sparks group! Although attendance at this has been consistently low, we see the importance in offering something for families with young children and we feel this is the right thing to continue with at the current time. Our prayer is that the group will continue to grow!

Restarting Sparks means that Sunday Club now consists of three age groups (Sparks 0-4s; Flames R-Y6; Blaze Y6+). I am extremely grateful to the volunteers on the Sunday Club team who give their time and energy to make this possible. There have been some challenges, such as managing the wide age-range in Flames, however, God has opened my eyes to the blessing that this is too. It has been amazing to see some of our older children so openly reflect Jesus' love and care in extending a welcome to younger children by including and supporting them. It's moments like this that I'm reminded that God has a role for every single one of us, children included, in building His kingdom.

I've witnessed children serving this year, not only in Sunday Club, but in stepping up to serve as Young Leaders at Messy Church. Giving young people opportunities to serve is key to encouraging them to live out kingdom values in their own lives and I pray the experience is helping them grow on their journey with God. Seeing four of our young people choosing to get confirmed in November 2022 and a further two getting baptised in early 2023 was another sign of how God is at work in their lives. We're excited that we now have someone in post responsible for overseeing our work with young people after having appointed Louise Bisset as our Parish Youth Worker in February this year. Louise and I will work closely together but my remit will primarily be 0-11s and Louise's will be with 11-18s.



Having been employed in children and families ministry with the Church of England for almost 8 years I was pleased this year to accept the opportunity to join the diocesan steering group for children, young people, families and schools. The group are currently part of a consultation process shaping a bid that the diocese will submit for national funding. It's exciting to share at diocesan level some of the things that we are noticing and experiencing "on the ground" and to think that this will shape future investment into children and families ministry. What I have witnessed in even my short eight years of employed ministry, is that the Church is beginning to see the importance of children's ministry, not just for the future of the Church, but

for the sake of God's kingdom in the here and now.



Last year I also reported that I was beginning a three-year Master's course in Theology, Ministry and Mission with a specialism in Children, Young People and Families. Although a big undertaking to manage the academic work alongside my

role it has been one of the best decisions I have made! Being plugged into a network of like-minded individuals with a similar heart and passion for children's ministry has been invaluable, let alone the fantastic teaching that we've received and the opportunity to reflect on theological questions. I have particularly enjoyed modules that have been very practical to my ministry in Caversham such as examining the biblical grounding to the values behind Messy Church. In September 2023 I will begin my final year of study.

This is just a snapshot of the some of the work that we have been involved in with children and families over the past year. As you can tell, it is certainly not a small undertaking and there are always more and more opportunities presenting themselves. If I could ask for one prayer going forwards, it would be that I am able to identify the good from the God. We have so many good opportunities that we can pursue, but we need to be confident in putting aside the good opportunities in order to say 'yes' to the God ones. I have no doubt that God works in the good opportunities too but let's be noticing what God is doing and intentional about pressing into those things.

### Youth Work – Rev Penny Cuthbert

2022-2023 was a good year for youth work in our parish. Under Anna Clarke's leadership of Children and Families Ministry at St John's, and through involvement in the junior choir at St Peter's, we found ourselves with a growing cohort of secondary school aged children in our church communities.

At St John's on Sundays 'Blaze' (the older end of Sunday Club) met in the Upper Room and those at secondary school had a twice termly 'Milkshake Mentors', which is an hour in Costa on a Tuesday evening after school, enjoying milkshakes or other beverages whilst sharing news and prayer requests together. They also enjoyed a social once a term, usually based around food (a Pancake Party for example). At St Peter's the Sunday Club covered all ages in together, but the older youth often helped with the younger ones.



At all our churches young people have been encouraged to take on roles within Sunday worship, for example reading the lessons, singing or playing instruments, and helping with PA and AV. They have also been encouraged to help as young leaders at Messy Church (a Churches Together in Caversham initiative that runs at the Weller Centre), where they are a huge asset.

Our PCC had already agreed that youth work should be a priority, and at the January 2022 meeting agreed that we should look to recruit a full-time paid parish youth worker. The role will be to develop a cohesive youthwork strategy, nurture the faith of our own young people, and reach out to those beyond our doors. The Parish Youth Worker will also play a role in the 'Combatting Knife Crime Forum' which emerged after the tragic death of Olly Stephens in January 2021. We were successful in gaining a grant towards the cost of the Youth Worker (25%) from the Oxford Diocese Development Fund, but though we advertised in May and July but did not manage to recruit.





However, we were determined that youth work had to happen so over the summer a small team formed and planned a programme of events for youth across the parish.

We launched the Autumn term with a “Pizza, Pool and Pictionary” event at Church House in September, continued with Milkshake Mentors, Messy Church, and Sunday groups, and ended the term with a Christmas Social.

But the key focus of the Autumn term was an “Exploring Baptism and Confirmation Course” on Sunday afternoons at Church House, led by Pam Asbury, Andy Storch and Rachel Ross Smith. Eighteen young people took part in the course, and nine of them went on to get baptized and/or confirmed at the service at St John’s in November, for which we hired the deanery baptistry to enable baptism by immersion for those who desired it. Two others later made the decision to get baptized. It has been a huge joy to see our young people publicly declaring their faith in Jesus, and living boldly for him.



In December we readvertised the Parish Youth Worker post, and were delighted to receive an application from an excellent candidate. Louise Bisset was interviewed and appointed in January 2023 and is already making a difference to youth ministry across the parish. That’s really for next year’s report, but here’s a sneaky picture of Louise and the gang who went on the bowling trip in April 2023!

My thanks go to Pam Asbury and Anna Clarke who had a major input into youth ministry this year, and to all those who are part of the youth team. We couldn’t have achieved what we did without you.



### Safeguarding - Christine Bradbury, Parish Safeguarding Officer ([safeguarding@ctmparish.org.uk](mailto:safeguarding@ctmparish.org.uk))

The Parish continues to benefit from support and advice from the Diocese under the direction of Louise Whitehead, Head of Safeguarding and her team. Christine Bradbury, the Parish Safeguarding Officer attends the regular training and update sessions on Zoom.

The new youth worker, Louise Bisset has become fully conversant with the Safeguarding training requirements for her role and completed the necessary paperwork which is needed for the new activities that are proposed.

The Parish Dashboard sets out the actions for fulfilling all the Safeguarding requirements to National Standards. This Parish has completed Level 1 and has now been moved to Level 2 which requires in depth information about activities. One of the nine sections, titled “Church Activities” has now shown 53 new actions. A method of recording these is being developed which will ensure that all the necessary paperwork can be accessed from one document. This should be completed by the next PCC meeting.

In order to comply with the requirement from the Dashboard, a meeting has been held with Church Wardens so that they are fully conversant with their duties and obligations in relation to Safeguarding. Another Dashboard requirement is to report the statistics on those who have completed training and also those who have yet to undertake the Modules required to undertake different roles. Reminders are sent regularly and information about accessing initial or updates after 3 years are issued. It is beneficial to all

when the training is completed promptly and therefore the cooperation of those completing this obligation is much appreciated.

Finally, my thanks to Caroline who ensures that the DBS checks are carried out correctly and efficiently.

### Bereavement Ministry – Nicki Wisdom, Bereavement Ministry Co-ordinator

Bereavement ministry has been identified as one of the five ministry priorities. I believe that as the people of God we are called to comfort those who mourn and ‘we can comfort those in any trouble with the comfort we ourselves receive from God.’ 2 Cor 1:4

Currently we as a Parish support bereaved people in three main ways:

- Annual ‘Remembering a Loved One’ services.
- The Bereavement Journey Course.
- Clergy taking funerals and burial of ashes services.

The ‘Remembering a Loved One’ services are held in October/November each year, with a service being held in both St Peter’s and St John’s churches at different times. The service is a gentle service with hymns, songs, readings, a short talk and an opportunity to light a candle to remember those who have died. The services are attended by members of our own church communities, family members of those whose funerals have been taken in the parish and members of the wider Caversham community.

The Bereavement Journey Course is a five-week course published by Loss and Hope. It uses pre-recorded video content and there is opportunity for discussion in small groups each week. During 2022 we ran two courses, one in January and one in October, both were run in the evenings and had about 6/7 attendees. About 60% of participants have come from within our churches, with the other 40% coming from the local community. Feedback from the courses has been positive. The following comments are being shared with permission:

*“Be prepared to laugh and cry, feel worse but better, and talk and listen to others in similar but different circumstances to yourself. Most of all I’ve loved being able to speak about my mum!”*

*“A personal and helpful course which gives comfort in knowing you are not alone in the feelings you are having when grieving for a loved one and the ability to talk to others in a similar situation.”*

Every year we also run a ‘Faith & Bereavement’ evening, it is part of the Bereavement Journey course, but is also open to anyone in the church or wider community. It is an opportunity to explore how faith can affect our experience of bereavement and how bereavement can affect our faith. It has been recognised nationally that this is an important area of holistic support that the church is uniquely positioned to offer. During 2022 there were 23 funerals and 6 burial of ashes taken by clergy in the CTM Parish. Support for funeral families, includes a visit before the funeral and invitations to both the ‘Remembering a Loved One’ services and the Bereavement Journey Course.

At the March PCC meeting it was agreed that as a parish we would work towards becoming a ‘Bereavement Friendly Church’. Which is a charter developed by Loss and Hope, there is a list of 12 things that churches are encouraged to think about and develop. So, over the course of the next couple of years, we will be developing what we do and how we can better support people within our churches and wider community who are grieving.

### Kidmore End School – Matthew Coome, Foundation Governor appointed from the Parish

Kidmore End school has had a challenging year as we continue the everyday tasks of bringing our children through the school and helping them to develop their education and themselves. As they do this the teaching staff continue to embed and build on the changes made to the curriculum, and prepare for a long-overdue Ofsted inspection. Unfortunately, our headmaster who has only been in the role for 18 months is

now on long-term sick leave. This is clearly devastating for him and has inevitably led to difficulties with the day to day management of the school. ODST – The Oxford Diocesan Schools Trust of which Kidmore End school is a member – has helped us immeasurably with part time head teacher cover and other assistance. The teaching staff has once again stepped up to ensure that there is no ill-effect on the running of the school. The governors are working with ODST and the school management team to minimise the impact on the children's education.

Our school numbers remain too low. However, we have reached the target agreed with ODST to increase our numbers and are working hard to continue this. In the turmoil which has hit Ukraine, there are many stories of sadness and difficulty: Kidmore End has been playing its part in welcoming a number of Ukrainian children and helping them continue their education here in England. They are a delight to have with us and have settled in well and have become a cherished part of the school.

Kidmore End is the closest Church school to our parish and it educates some of our children. We should do all we can to publicise it, support it and ensure that it remains the flourishing, friendly school it has always been. Please hold the school, the children and the staff in your prayers

### St Peter's bellringers - David Sumner, Tower Correspondent

Following the full easing of all covid restrictions normal ringing and practices have resumed, though there were often only enough ringers to ring six bells on Sunday, and occasionally fewer. It was not possible to muster enough ringers for even a limited band for the Christingle and Midnight Mass services.

Bells were rung for six weddings. Quarter peals were rung on 6th February for the Platinum anniversary of the Queen's accession, and on 5th June to mark the anniversary of the Coronation. We also rang for the Parish Fête and the Carols in Caversham Court, which resumed this year after a two year break.

A visiting local band rang a full peal on March 29th, and there were six visits from other bands. Branch youth and midweek practices and an ODG youth practice were hosted, as well as the annual Bradfield and Michaelmas courses. A party of Scouts visited on 7th April.

The main event was of course the death of the Queen. The procedure in place proved effective, and bells were tolled fully muffled the day following the announcement, and on the day of the funeral. A fully muffled quarter peal was rung prior to the evening service on the Sunday immediately preceding the funeral.

There have been no known cases of Covid transmission within the band. Effort is made to maintain good ventilation in the ringing chamber as far as practicable during ringing sessions.

The quotation for the sound control from Taylors of Loughborough was received in January, and following certain clarifications, approval by the PCC, and Archdeacon's List B approval for the works, an order was sent to Taylor's on 29th December. We record our appreciation of Nigel Smith's efforts in obtaining these approvals.

### St Margaret's bellringers - Richard Bisgrove, Tower Captain

2022 saw us almost back to normal. In March the tower captain (I) had a final session of chemotherapy and was declared to be 'in complete remission'. Apparently, in medical parlance, one is never 'cured' of cancer. As Covid restrictions were steadily eased we resumed our regular practices on Thursday evenings and our ringing for Sunday services and the occasional wedding. We were almost back to normal but it has taken a surprisingly long time to regain our skills. We have not yet ventured into the more difficult ringing methods but our ability with the basics – plain hunt, bob doubles, grandsire and occasionally Stedman – has improved steadily. How much of the rustiness is due to the Covid interregnum and how much to the aging of the band in its 2-3 years away from the tower is yet to be decided!

On the plus side Matthew has made great strides with his ringing and we have now been joined by Debbie, who was first attracted to ringing by hearing our bells as she walked in the neighbourhood (must have been one of our good moments). Together with the multi-talented Mary, who leaves the bell tower on Sundays to play the organ, conduct the choir and from time to time organise the coffee, they have lowered the average age of the band by several fathoms.

We rang for two weddings and for St Margaret's Day but activity went into overdrive with the sad news of the Queen's death on 8th September. Roger managed to muffle the bells for tolling by him and Debbie on 9th, to unmuffle them for the declaration of the new King and to muffle them again until the Queen's funeral. The half-muffling for Remembrance Day was also done by our much-practised steeple keeper. We are now getting to grips with 'Kings' as a method to add to the 'Queens' that we still use for its celebratory sound at weddings.

We look forward to steady progress in 2023 and especially to May 6th when we will ring before the Coronation of Charles III before dashing off in our various directions to watch the ceremony on television.

### Grants Committee – Richard Purkis, Chairman

The committee approved a grant of £5,000 towards the costs of REinspired in 2022, 2023 and 2024. This has enabled and will continue to enable high quality Christian education, based on the RE syllabus in our primary and secondary schools. The grant contributes to fund the employment of two part-time managers supported by volunteer presenters and administrators. Children and Families work at St John's was part funded by a grant of £30,000, which amounts to £10,000 pa for 2022, 2023 and 2024. This work is attracting parents and children to events, to the young people's groups, Sparks, Flames and Blaze and to the growing family of St John's. Messy Church, at the Weller Centre, gets busy with 41 children, 20 parents or guardians, 3 teenage young leaders and 8 adults, total 72, in February and a total of 46 people of all ages in March. More sessions are planned. The committee was pleased to make a grant of £422 to enable the purchase of a portable wireless microphone and speaker. I stood down as committee chair at the end of the year and Georgina Laverick has agreed to be the new St John's rep.

## Health & Safety - Richard Havelock, Health & Safety Coordinator

### Incidents reported

<i>Date</i>	<i>Place</i>	<i>What happened</i>	<i>Action taken</i>
29/5/22	St Peter's Church	Church member fell on steps up to kitchen, causing bruising and laceration to left arm.	Accident (incident) form completed at the time by a witness, but it was then left in kitchen, and brought to my attention only on 10 <sup>th</sup> July. Forms should be submitted to H&S coordinator straightaway, either directly or through the parish administrator, as set out in the Health & Safety policy. To assist in this, I have designed an electronic incident form that can be downloaded from the parish website (although it has not yet been installed there), completed electronically and submitted as an email attachment.
9/7/22	Caversham Court, during summer fete.	Fête volunteer tripped over low step just outside outline plan of demolished house, causing minor graze.	Reported to Caversham fête committee chairperson, who will take account of hazard when preparing risk assessment for 2023 fête.
30/8/22	St Peter's Church	Partially sighted lady, visiting with granddaughter, stumbled on internal steps down into nave and recovered balance, but then on leaving church tripped on outer step of porch and stone gutter immediately beyond. Her walking stick flew out of her hand, and handle caught granddaughter in face around eye, causing minor injury for which she attended one of the local hospitals.	White warning lines painted around periphery of porch entrance steps and adjacent drain surround.
5/1/23	Parish Room (in Rectory annexe)	Parish official cut finger on edge of coffee filter when preparing for a meeting.	No first aid kit could be found, but fortunately someone else present had a plaster which was placed on the wound. Action needed to ensure that a first aid kit is available to anyone using any room on the Rectory annexe.

### St Peter's Churchyard: retaining wall.

Reading Borough Council has been responsible for St Peter's Churchyard since it was closed to new burials in 1886. In recent years, the lowness of the top part of the retaining wall at the back of the allotments in Caversham Court, which acts as a parapet on the south side of the churchyard, has given rise to concern as

not providing sufficient protection against someone (especially a young child) falling over and down the twenty feet or so to the allotments. Having managed, after some investigation, to establish which department of RBC was responsible, I met, with Nigel Smith, the head of the its Parks Department two years ago on site to discuss what should and could be done to manage the hazard. She undertook to request their legal department to consider the position, not least regarding potential liability, and report back. I inquired of her a number of times subsequently and gathered that no word had yet been received, but when I last tried to make contact gathered that she had left her post. I therefore sent a message to the Parks Department to ask who had taken over her responsibilities, taking the precaution of copying in the Leader of the Council, who responded immediately. Shortly afterwards, I heard from the RBC 'Streetscene' manager, proposing a meeting on site on 25 April 2023 with a surveyor colleague, which I was delighted to accept, at which I will be accompanied by Francis Serjeant. It is hoped that this will lead to rapid resolution of this very long running issue. I will also raise again the problems of some loose paving stones and dilapidated tombs.

### **Food preparation for events such as Christmas markets and summer fêtes**

It is important to emphasise that, as set out in the H&S policy, there is a legal (and common sense) obligation to ensure that anyone preparing food, either on parish premises or at home, follows all the legal requirements including taking the necessary precautions. It is the responsibility of anyone organising catering, for which any charge is made (even if only for a charity), to satisfy themselves that the required standards are observed.

### **Hand held candles**

I received an enquiry about whether the cardboard discs normally used around the candles might pose a fire risk. If candles are handled responsibly, as they always should be, there seems no reason why the discs should not be used, especially since they play an important role in avoiding the far more likely and potentially harmful risk of hot wax dripping onto the hand of whoever is holding the candle. This view is confirmed in the advice provided by our insurers.

### **The latest edition of the H&S policy**

The policy, first produced in 2013, has been revised and finalised in the latest edition, after much discussion over the last autumn and winter. It should appear on the parish website shortly. The essence is largely as before, and the changes are mostly in providing more detail, especially in differentiating between the different types of parish premises, but also in developing a more clearly defined system for monitoring and managing health and safety within the parish.

### **Training**

I am pleased to say that a session, including health and safety, was arranged last year for the St John's Church sidespeople. Such training should be undertaken annually at all churches and for those holding responsibility for any of the other parish properties.

### **Church House – professional fire risk assessment**

This was carried out August 2022 by former fire fighter, now working as an expert risk advisor. His report, though generally reassuring, included a number of recommendations of varying degrees of urgency, which are being followed up vigorously by the Parish Properties Committee.

### **St Margaret's Church**

A 'vertical safety line system', including a harness, an important safety measure, has been fitted to the ladder giving access to the first floor of the tower where the clock is situated.

### **Matters for the PCC to consider and decide upon**

- Having approved the policy which includes the requirement that fire and first aid training should be provided for appropriate people, a decision is needed as to who should receive it.

- Should there be professional fire risk assessments, as at Church House, for other parish properties including the churches?
- Are any specific measures, other than monitoring by management agents, needed for the two parish residential properties, 6 Gosbrook Road and 25 Ilkley Road?
- Should completion of the H&S checklists, finalised in the latest version of the H&S policy, and any resulting action taken, be monitored by, or on behalf of, PCC?
- Approval is required for the new incident (including accident) form to be added to the parish website.
- There is a need for continuing communication between the Parish Church Committee (PCC), Church Leadership Teams (CLTs), Parish Property Committee and the H&S coordinator. The question arises whether a PCC subcommittee should be established, including representatives from each of these, to deal with detail and make recommendations to the PCC. This would minimise time need for discussion at PCC meetings.

### Parish website ([www.ctmparish.org.uk](http://www.ctmparish.org.uk)) – Steve Jenkins

The Parish website has proved itself repeatedly during the pandemic. Not just the forthcoming events and parish calendar but all the web, Zoom and YouTube links to online worship, not to mention the page for prayer requests and resources. How often have you found the information you need waiting for you there? To see what's coming up, what's been happening, when services are, what our policy is in a certain area or how the reordering plans are going at St Peter's (even the plans themselves)? Maybe you'd like some advice on making a gift or leaving a legacy; remind yourself about a sermon series; find some information for a friend considering a baptism or a wedding? Thanks to the efforts of John Cooke and Chris Fitzsimons, it's all there at the click of a mouse; and it's constantly changing and improving.

The website links our parish together and puts it all in one place for all of us. It plays a central role in the Easter and Christmas publicity campaigns and leads readers to the rest of the Church through the diocese and beyond. And then there are the Facebook pages for St John's and St Peter's (search St John's Caversham or @stpetercaversham) if you're into that.

The more we visit our website, the more it will be seen by others. Setting [www.ctmparish.org.uk](http://www.ctmparish.org.uk) as the home page for your internet browser will register a visit every time you go on the internet and keep you up to date. Work has started on producing a new website, which will take a while

### Properties - Nigel Smith, Chairman, PCC Properties Sub-committee

The Properties Committee, a sub-committee of the PCC, met 7 times in 2022. During the year it consisted of Matthew Coome (treasurer), Richard Larkin, and myself as chair, with John Short providing practical building assistance. Bob Daniel was a very welcome addition to the team when he joined in September, and we have subsequently benefited greatly from his legal experience.

In May we welcomed Valerie Woodley as a paid Properties Administrator. Her role was to provide admin for Church House and to progress the various maintenance issues identified in the 2019 survey of the building. However, having made some headway liaising with suppliers for specific items and commissioning a fire risk assessment of the building, Val resigned in October.

This gave us an opportunity to review how the admin function was performing. After reflection it was agreed that we should separate the straightforward tasks of running the building and managing hall bookings from management of the maintenance issues. With PCC's agreement a 6 hours/week Church House Administrator job spec was agreed and recruitment commenced at the end of the year. (An appointment was subsequently made to this role in April 2023. Also in 2023 we were pleased to welcome

David Spencer to the committee, and we believe we are now better positioned to address the building works required.)

Although I had planned to retire from the committee in May 2022, I have not felt able to do so yet, in light of continuing uncertainties. However it is still my intention to step back at an appropriate time.

Church House There have been no changes to tenancies since the last annual report. Templar Estate Planning remain in the Kent Rooms and Sport in Mind occupy the Bennett and Vincent Rooms. Following an extended period of reduced rent during the pandemic and thereafter, in December the Barber Shop returned to paying 100% of their lease rent.

With bookings of the Haslam Hall now more or less back to pre-pandemic levels, the building remains on a very sound financial footing.

6 Gosbrook Road The property is let under a full repairing and insuring commercial lease and is operated as a launderette. Hicks Baker continue to maintain a watching brief on the property on behalf of the Parish.

25 Ilkley Road The property is managed by Walmsley Estate Agency and was let to third party tenants throughout the year. There have been no major issues. Walmsley also manage the Church House flat, which was in constant occupation throughout the year.



[www.ctmparish.org.uk](http://www.ctmparish.org.uk)

