MINUTES
Leadership Team Meeting
Wednesday 5th July 2023 at 7.30pm, at the Rectory and 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), Catherine Radcliffe (licensed minister), Rachel Ross Smith (licensed minister), Francis Serjeant (Churchwarden), Mike Smith (Rector), Nigel Smith (Chair and co-opted member), Helen Wernham (Secretary and co-opted member)

Apologies received: Helen, Mike

Item	Action
1. Welcome & apologies	
2. Dwelling in the word	
3. Standing items 3.1 Declarations of interest 3.2 Safeguarding issues 3.3 Pastoral care 3.4 Spiritual growth Rachel, Catherine, Pat and Helen to set up discussion group for nurturing and supporting house groups. 3.5 Health & Safety Two recent incidents have been recorded in the accident book: bell ringer accident, trip accident during communion in the Lady Chapel. Francis to consider options for the carpet.	 Rachel, Pat, Helen Francis
4. Minutes of the previous meetings 4.1 Previous meeting minutes agreed • Any redactions required before publication? No redactions required. Ready to publish. In Helen's absence, Francis will take minutes of this meeting; Gill to write summary for parish notices.	 Nigel Francis Gill
5. Clergy update 5.1 Worship group The next 5th Sunday parish wide 9.30 service at St Peter's. The Sunday 31st December service has not yet been assigned to a specific church. The St Peter's evening service on a 5th Sunday is now discontinued so no 30th July service. 5.2 Anything else	
6. Finance & expenditure (questions only) 6.1 Regular report • **Banks Accounts up to: 30th June 2023** Community Account £8,901.20	

Appeal Account £18,597.90 Savings Account £5,970.84 • **<u>The CBF Church of England Funds as of June 30th - £346,026.28 (Gone down)</u>** • **<u>Parish Giving Scheme</u>** PGS Total Received to date £176,509.43 PGS Tax year to date £8,090.65 **PGS donations inc Gift Aid for June £4,029.70** • **<u>Community Account Pledges</u>** S/O Pledges for April £1,413.67 S/O Pledges for May **£1,303.67** **S/O Pledges for June £1,258.67** • **<u>Goodbox</u> open plate for June £148.07** • **<u>Offertory Plate for June</u> £340.77** • **<u>Other Income in June</u>** **Donations £71.34** **<u>Friends of St Peters</u>** No meeting this month. Brochure being put together. **<u>Finance Task Force</u>** Did not meet this month. Next meeting T.B.A. **<u>Other</u>** Catherine Gift – Communion Set has been bought - £300.65. **Catherine Gift Donation total - £346.00** **Cosy 100 Club – 15 tickets sold so far** Cosy 100 Club to be promoted at services and notice sheet. Need more subscribers within the 2 months run-up period previously agreed, before the first draw. A number of subscribers gave paid an annual subscription. To get a better understanding about how expenditure and income flow throughout the year it would be useful to have a historic view of how the cash flow has behaved in previous years, to compare against current year. Pat will check previous years' expenditure figures to identify major annual expenditure outgoings.	Rachel Pat
7. Main notified business 7.1 Re-ordering - Progress Positive meeting with parishioners who volunteered after forum (Steve Jenkins, Helen Probert, Shirl Scola). Still need an individual to oversee next steps, as the project will not be clergy-led. Enthusiasm and energy levels high at this meeting. Diocesan Disability Adviser Revd Kate Tupling visited church and will write up a report with a list of things that can be done immediately e.g. re-site kitchen steps' handrail. Shirley Scola to contact council about adjusting path level/camber outside porch entrance to provide a level entrance into the porch from the church yard. - GP social prescribers Will form part of the larger community survey to compile supporting evidence for diocesean approval. - AV phase 2 An updated quote has been received from DSAV for the functionality originally specified in 2021 (three screens dropping from the ceiling, one in each aisle). The quote does not include	

west-facing screens for choir and clergy, which will be necessary. When these are added the total is likely to come to about £35k. The ceiling mounted screens would be rolled up when not in use to allow unimpeded views of the chapels and high altar. Discussion about having a screen in the chancel. Whilst useful as a non-service resource (eg for film shows) it was strongly felt this would detract from the service: (a) cut off choir from congregation (b) hide the high altar and east window from view. Nigel has already written back to DSAV asking for alternative options which do not require a screen in the chancel. A group separate from the re-ordering team should consider options and report back to CLT. Suggest Nigel and Charlie Scola to be on team.	Nigel
7.2 Common cup / covid measures Discussion on the possible reintroduction of the common cup. It was agered that we could not withdraw the current intincted wafer option. Practical issues include do we have the number of servers to offer a common cup as an alternative? Would sidespeople be happy to direct congregation to the two alternatives? As the common cup issue could not be discussed at the last forum, we don't know the strength of feeling for introducing this as an alternative. It is proposed to to introduce this in September as a pilot scheme after first consulting sidespeople and reassembling the old eucharist ministers team, who would offer the cup to communicants. October forum would be used to obtain feedback of this pilot scheme. Rachel to organise a meeting after the service on Sunday 23 July, to include sidesmen, servers and eucharistic ministers, to discuss practicalities.	Rachel
8. Other notified business 8.1 Safeguarding – list of activities (*see attachment*) Other activities which need to be included on the list: - Signature Care Home (owner Rachel) - the craft group (Pat Jones) - flower arranging team (Pat Jones) - cleaning team (Helen) - hymn café during Saturday's coffee morning (include with Saturday coffee – Pat M) Nigel will inform Christine of these other activities. Individuals named as 'owners' of specific activities will review existing risk assessments and job descriptions and update as necessary. Owners not on the CLT will be contacted by Nigel and asked to do the same. Major discussion whether to address specific children's activities separately or to produce a general risk assessment template for all activities involving children themselves e.g. serving coffee or on AV streaming duty. The answer received from Christine re children assisting with post service refreshments (see 9.1 below) concentrated on the h&s issue of hot liquids etc, rather than the safeguarding issue of adults and children working in tandem. Rachel and Pam to discuss possible template with Louise and Anna to cover a general list with these activities or to individually list each children's activities. 8.2 Parish priorities – reporting to PCC (*see attachment*) The majority of parish priorities are parish wide, and therefore the responsibility, in the first instance, of PCC. The following are St Peter's specific, or have a St Peter's element: AV – phase 1 completed. Work on items identified in QI (next QI due 2024). Healing ministry – St Peter's healing services. Discipleship nurture – clergy led. Bereavement ministry – Catherine and Rachel to formulate this for St Peters. Nigel will co-ordinate responses from St Peter's CLT to all relevant items on the priorities list. 8.3 Welcome sign – follow-up to forum discussion Largely the sign is viewed positively, but there are valid objections to various aspects (inclusivity of language, sensitivity to specific mental health issues – eg 'could afford to lose a few pounds', large amount of text, absence of reference to accessibility, appropriateness of tone). Need to have discussions with people who have objected to the poster. Rachel, Gill and Pam to work on an alternative version taking account of comments.	Nigel All Nigel Rachel & Pam Nigel Rachel, Gill, Pam

8.4 Churchyard grass cutting Need to find a balance between a manicured lawn vs the appearance of a neglected wilderness. As the churchyard survey revealed, it is an important site, aiding bio-diversity in an urban environment with few such areas. Suggestion to keep strip either side of path close mown to indicate that the churchyard has not been just neglected. Eco Church website to help us formulate policy. May require signage to explain to the public. Will need to liaise with Reading Borough Council.	Francis
8.5 Archdeacon's inspection – report (*see attachment*) Only minor issues flagged up by the report. Nigel and Francis to meet to agree what needs to be done, and progress. (The report also covers parish-level issues, which are already being dealt with by Caroline and/or PCC.)	Nigel & Francis
9. Matters arising from previous meeting 9.1 Ask Christine Bradbury about safeguarding needs for young person helping at coffee. Christine's response: For the purposes of safeguarding the guidance is: "Young people aged 16 and 17 may help with groups but should be supervised by an adult helper who will be responsible for ensuring good practice and that child protection procedures are followed. Young people under 16 may help with other things but should not have responsibility for children" Helpers cannot gain a DBS until they are 18." In this case, it might be better for the young person to receive more Health and Safety guidance rather than safeguarding. 9.2 Ask Christine Bradbury about safeguarding needs for services at Signature Care Home Rachel See above Close 9.3 Rachel to send Dwelling readings to Nigel for Zoom users. Done 9.4 Helen to get safeguarding materials from Diocese for use in church. Helen has been given links to information and will look to see what might be useful. Close. 9.5 Pastoral care: ask Caroline to set up a forward from the Olive Branch email inbox Rachel Done Close 9.6 Forward details of a person needing pastoral care to Rachel Gill Done Close 9.7 Publicise information about the Personal Discipleship Plans Catherine (re-assigned) 9.8 Health & Safety – fire risk assessment. Nigel Awaiting advice re Church House. Keep 9.9 Sound out Mike about a stewardship campaign Rachel This is now on the clergy agenda Close 9.10 Update forthcoming services list and distribute Nigel May-July now re-issued. Others to follow Keep 9.11 TotalEnergies contract ceases in September. Will need to identify a suitable replacement supplier through Parish Buying. Pat Done Close 9.12 Plastering work. Seek quotations. Nigel 2 contractor visits arranged – 29/6 and 7/7 Close 9.13 Speak to Richard Lonsdale about formalising the approach to subsidising choir members going on courses etc, then report to CLT Pam Keep 9.14 Sign updated property register Jey & Francis Done Closed 9.15 Cosy 100 Club – launch to take place at the forum, 11 June Pat Done Close 9.16 Task Force group meeting needs to be arranged. Pat Keep 9.17 Re-ordering: ask Richard Larkin for a copy of a previous questionnaire. Rachel Done Close 9.18 Intercessions: contact Jacquie Kavanagh about suggested changes. Francis has done this and Jacquie has informed intercessors. Close	Catherine

10. Churchwardens' reports (questions only)

10.1 Reports from churchwardens:

From Francis:
Services
Attended Revd Leonard Onugha's funeral.
Attended Episcopal Visitation for church wardens at St Michael's Tilehurst.
Eco Church
Signed up St Peter's and also as an individual member for Eco Church. Other members of our congregation can also sign up enable them to complete online surveys, receive information and support. Surveys contains five categories covering various areas of church life - Worship and Teaching; Buildings; Land; Community & Global Engagement, and Lifestyle. Webinars to help us in this task starts in September

Accidents
Bell ringer Accident (reported in standing Items section)
Trip accident (reported in standing Items section)

Churchyard
Saga of responsibility of overhanging hedge on St Peter's Hill seems to be resolved as RBC accept it is their responsibility. The issue of removing the dead tree on this road boundary continues to be a case of whose responsibility. Email from Rector "Haven't had a reply from the diocese yet and will chase. What is clear is that felling the tree will require a faculty, but I think it is a List B item. You will need to check though." Have not checked if this is a List B item.

Fenced off pyramidal (2) orchids prior RBC strimming churchyard. Post strimming discovered another orchid nearby the Crawshaw monument that the strimmer saw and left intact.

A member of the council cemeteries' team did an inspection of the churchyard prior to head stone topple testing. Thus expect this survey to be done soon.

Council has not removed strimmed grass. I have removed grass from churchyard south of the footpath and area to vestry door. Will do the same for the north side in the next few days.

Caversham Court
Agreed that the FOCC could borrow a table from the church on Sunday 23 July 1pm to c4.40pm. I can lock up church that day.
St Peters Thursday 6th July at lunchtime will be venue for the Caversham Court management Committee meeting.

PCC
PCC meeting 19th July any St Peters issues for this meeting need to be sent to Caroline by 11th July.

Can we in the meeting think up of any topics that should be included in the forthcoming PCC meeting? As Rachel said in last meeting St P is conspicuous in its absence in recent meetings so if there is something we should raise, we must do so.
PCC meeting 19th July any St Peters issues for this meeting need to be sent to Caroline by 11th July.

Parish Inspection

Report to be discussed at meeting.

From Jey:

1. Attended Episcopal Visitation for church wardens at St Michael's. 2. Received negative response / comments from other Sidespeople regarding directing congregation during communion. Shall we make a pause on this as I don't see any Sidespeople doing it anyway? 3. Chased RBC in cutting the Churchyard grass and this is now completed. 4. Helping in setting up Gazebos, tables and chairs for the Rectory lunch along with Nigel. 5. Helping in Streaming and Coffee rota. 10.2 Fabric report **From Nigel:** FABRIC - 3 spotlights in the VdS fixed - Electrical remediation work following the EICR (electrical installation condition report) will take place on Thursday 13 July - All AV equipment now marked with SmartWater - Lightning protection fault – repair scheduled for 26/7/23 - I have met one contractor, and a meeting with another one is imminent, with a view to getting the areas of burst plasterwork repaired - I heard back from IJP Owlsworth that they were not interested in the plastering job, but they have made some suggestions which I need to follow up - The work in the tower to install sound proofing is currently under way – have requested a progress report OTHER - The updated property register has now been signed by both wardens - Attended worship planning group 19/6/23 and updated service lists - Provided AV assistance at and in the run-up to a funeral on 16/6/23 - Provided chairs, tables and gazebos for the recent rectory garden party - I have received a reply from Christine about young people helping with coffee – see separate email - Renewed the RBC green waste licence	
11. Events • Saturday 8 July – Caversham Church Fete • Monday 18 December – Carols in Caversham Court	**All to take note**
12. Church forum dates • 8 October	**All to take note**
13. CLT meeting dates (all Wednesday, 7.30pm): • 6 September • 4 October • 1 November • 6 December	**All to take note**
14. Next scheduled meeting: Wednesday 6 September, 7.30pm • Hybrid meeting (in person in the Rectory, and on Zoom)	**All to take note**

15. Close & the Grace	All
Signed: **Chair:** **Secretary:** **Date:**	