**MINUTES**
**Leadership Team Meeting**
**Wednesday 6th September 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:** Catherine, Mike

| Item | Action |
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| **1. Welcome & apologies** | |
| **2. Dwelling in the word**<br>- Reconnecting after the summer | |
| **3. Standing items**<br><br>3.1 Declarations of interest - none<br>3.2 Safeguarding issues (see also 8.1 below) – keeping group leaders aware of safeguarding training.<br>3.3 Pastoral care – there have been a number of bereavements. Olive Branch work continues. House groups also include caring for one another. The suggestion to be made of calling the House groups Fellowship Groups. Zoom group is now on Mondays and Thursdays.<br>3.4 Spiritual growth – discussion of how to support house group leaders to continue.<br>3.5 Health & Safety – a choir member was stung by a wasp. Francis checked with Richard Havelock that the first aid box should not contain medicines and actions advised. | Rachel et al |
| **4. Minutes of the previous meeting**<br><br>4.1 Previous meeting minutes agreed.<br>• Any redactions required before publication? A name should be removed from item 9.1. (Done) | |
| **5. Clergy update**<br><br>5.1 Welcome notices<br>A group has met to discuss having a different notice and is suggesting a simpler one based on the methodist welcome notice. Pam will ask Mark Carpenter about a design for the background.<br>Welcome card – St. John's have one with a form on the back asking for details of visitors if they are interested in keeping in touch. A similar one to be designed for St. Peter's. Rachel, Pam and Gill to discuss with Penny and go from there. This needs to be co-ordinated with the existing contacts database process.<br><br>5.2 Use of the common cup at communion<br>Rachel's idea is to set up for 9.30 Sunday service only 2 stations, one offering intincted wafers and one offering the cup. Before Covid some people intincted the bread themselves rather than drink from the common cup: Rachel will check whether this is acceptable practice. This to be announced on Sunday 8th October and start on the following Sunday, with a meeting of relevant people beforehand to plan. | Pam<br><br>Rachel, Pam, Gill<br><br>Rachel |

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| 5.3 Pattern of Christmas services<br>Issues because of Christmas being on a Monday so there would be a lot of services on the 4th Sunday of Advent. Much discussion about this concluding having no 8am on Sunday and a simplified communion service at 9.30am (like a Wednesday communion), keeping 8am and 9.30 on Christmas Day. Discussion will be had about sharing leadership of the Christingle services to reduce Rachel's workload. | |
| **6. Finance & expenditure (questions only)**<br><br>6.1 Regular report<br>• **Banks Accounts up to: 5th Sept 2023**<br>Community Account **£2,777.11**<br>Appeal Account £18,648.26<br>Savings Account £5,970.84<br><br>• **The CBF Church of England Funds as of Sept 5th - £354,480.00**<br><br>• **Parish Giving Scheme - August**<br>PGS Donations Received £3,376.38<br>Gift Aid £710.68<br>**Total Received £4,087.06**<br><br>• **Community Account Pledges**<br>S/O Pledges for June £1,258.67<br>S/O Pledges for July £1,283.67<br>**S/O Pledges for August £1,533.67**<br><br>• **Goodbox open plate for August £203.75**<br><br>• **Offertory Plate for August £196.11**<br><br>• **Other Income in August**<br>**Donations £71.59**<br><br>**6.2 Discussion**<br><br>The community account needs boosting.<br><br>Expenditure is more than predicted. Finance Task force to meet soon to look at why expenditure is greater. Simon Porter, Parish Treasurer, to be invited.<br><br>Parish share to be discussed at the next PCC.<br><br>Stewardship campaign to be arranged soon.<br><br>**6.3 Friends of St Peters**<br>Meeting TBA.<br><br>**6.4 Other**<br>Cosy 100 Club – only 30 tickets sold, which gives us £150 per month. Prize totals to £85, leaving us with £65 towards the electricity bill. Do we want to continue or do we reduce the prize money? For discussion please.<br><br>To be advertised again to try to get at least 50 members/ tickets, otherwise not continue. Pat to put a notice in the newsletter. | Pat |

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| | Pat |
| **7. Main notified business**<br><br>7.1 Plasterwork repair<br>Nigel still checking the quotes before making a decision.<br><br>7.2 Car park proposal<br>The reordering group has asked the diocesan disability officer to look at the church, which raised several access and safety issues, particularly around the entrance. Car parking is linked to the issue of access for people with disabilities but is separate from re-ordering. Parking is also an issue with the community survey as larger groups want parking which would not be possible. A proposal has been suggested by Charlie Scola to use the gravel area by the Warren to create a dedicated church car park. Our architect (JBKS) to be consulted for an opinion about the viability of the car parking schemes. The reordering team to ask Richard Larkin to approach the architect.<br><br>Notice on website re disability access – Francis to ask John Cooke.<br><br>Brown sign – reordering team to follow this up. | <br><br>Nigel<br><br><br><br><br><br><br><br><br>Rachel/ Gill<br><br>Francis<br><br>Rachel/ Gill |
| **8. Other notified business**<br><br>8.1 Safeguarding – update<br>Rachel and Pam have met with Christine Bradbury about having a risk assessment template. A Saturday morning session in church is proposed to help all leaders complete the forms.<br><br>8.2 Archdeacon's inspection – report<br>Francis and Nigel have reviewed and annotated this and will address issues.<br><br>8.3 AV phase 2 – update<br>Still under discussion – a meeting to be arranged with DSAV. | <br><br><br>Rachel, Pam<br><br><br>Francis, Nigel<br><br>Nigel |
| **9. Matters arising from previous meeting**<br>9.1 Spiritual growth – Rachel, Catherine, Pat and Helen to set up discussion group for nurturing and supporting house groups Rachel, Pat, Helen Rachel and Catherine will progress this, liaising with house groups.<br>9.2 Health & Safety – Francis to consider options for the Lady Chapel carpet. Francis Stuck down with double-sided tape; need to be careful with it. Close<br>9.3 Publish previous minutes Nigel Done Close<br>9.4 In Helen's absence, Francis will take minutes; Gill to write summary for parish notices. Francis; Gill Both done Close<br>9.5 Cosy 100 Club to be promoted at services and notice sheet Rachel Done (See also 6.4)<br>9.6 Check previous years' expenditure figures to identify major annual expenditure outgoings to inform future finance report. Ongoing<br>9.7 Set up a team to look at options for AV phase 2 (projectors & screens)Nigel Have contacted Charlie; more to follow.<br>9.8 Reinstating communion using a common cup – organise a meeting, to include sidesmen, servers and eucharistic ministers, to discuss practicalities. Rachel to contact sidesmen etc to plan implementation of two communion stations; central station to offer intinction, a second to offer common cup. Ongoing (See 5.2)<br>9.9 Provide Christine Bradbury with updated list of activities to be included in the safeguarding register of activities Nigel List updates and owners passed on to Christine Close<br>9.10 Individuals named as responsible for specific items on the safeguarding register of | <br><br><br><br><br><br><br><br>

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| activities to review risk assessments and job descriptions and update as necessary. Ongoing.<br>9.11 Safeguarding activities with owners not on CLT to be contacted to review their details Nigel Awaiting further work on templates etc<br>9.12 Discuss possible use of safeguarding templates with Christine and Anna to cover a general list of activities or to list each children's activities individually. Discussions underway; attempting to standardise and provide templates<br>9.13 Co-ordinate responses from St Peter's CLT to all relevant items on the PCC priorities list. Nigel has partially completed; passed to Rachel to include details of ministerial initiatives. Rachel to feed back to PCC what is being done.<br>9.14 Welcome poster – discuss with people who have objected and work on an alternative version. Rachel, Gill, Pam Meeting took place. To be discussed at CLT. (See 7.2)<br>9.15 Churchyard grass cutting – consider options in light of Eco Church initiative and liaise with RBC. Francis has signed up to Eco Church and will include grass cutting as part of the process of determining a churchyard policy Close<br>9.16 Archdeacon's inspection – meet to agree what needs to be done, and progress Nigel & Francis Done. (See 8.2)<br>9.17 Publicise information about the Personal Discipleship Plans Catherine Some info sent to CLT. Rachel to ask Catherine.<br>9.18 Health & Safety – fire risk assessment. Awaiting advice re Church House. Nigel to talk to Rachel.<br>9.20 Update forthcoming services list and distribute Nigel Amended version of Aug-Oct distributed; Nov-Jan outstanding. See 5:3<br>9.21 Speak to Richard Lonsdale about formalising the approach to subsidising choir members going on courses etc, then report to CLT Pam. Done.<br>9.22 Task Force group meeting needs to be arranged Pat This will need to agree a message on finance to deliver at the forum on 8 October. See 6.2 | Mike/Rachel, Helen<br><br>Nigel<br><br><br>Rachel, Pam<br><br><br>Rachel<br><br><br><br><br><br><br><br>Rachel<br><br>Nigel |
| **10. Churchwardens' reports (questions only)**<br><br>10.1 Reports from churchwardens<br>**From Francis:**<br>**Eco Church** – signed up for two Zoom webinars in September<br>*Working towards Net Zero Carbon*<br>*An introduction to and overview of Eco Church: Getting started*<br><br>**Churchyard** – negotiations with council to cut back yew hedge extending onto St Peter's Hill. Dead conifer – (Oxford dioceses DAC need to be consulted) Followed Nigel's suggestion that whilst road resurfacing work this could be done then. Not taken up.<br>Finished raking up strimmed grass to prevent buildup of nitrogen rich organic matter which would encourage coarse grasses at the expense of other plants.<br>Joined work party to cut back low lying branches of trees between main path and allotment wall and also remove yew tree growth from main trunk.<br>Big Butterfly Count survey.<br>Tree Work Churchyard Review Charlie Scola in email correspondence with Sarah Hanson RBC and she will visit churchyards. Date not yet confirmed.<br><br>**First Aid** Checked first aid box (see H&S standing item)<br><br>**Archdeacon Visitation Report**. Nigel and I met to discuss the issues raised by the inspection team (see separate report of St Peter's response included for this meeting) Francis Serjeant<br><br><br>**From Jey:** | |

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| Summer holidays were a bit quiet for me here (and I had to travel to India unexpectedly) and nothing much to report to CLT last month.<br><br>1. Handled a few bell ringing requests from David and added them to the Parish Calendar.<br><br>2. Helping in Streaming and Coffee rota as required.<br><br>10.2 Fabric report<br>From Nigel:<br>FABRIC<br>- 2 downlighters replaced in the chancel<br>- one uplighter currently blown in north aisle<br>- Lightning protection fault now repaired<br>- Remedial electrical works were completed on 13/7/23<br>- Some dust deposits are regularly forming on one of the north-centre pews; this may be indicative of an issue with the roof in that area; have investigated (by standing on top of a ladder with someone else standing at the bottom) but nothing obvious; have asked the church architect for advice<br>- Quotes received from 2 contractors for plastering work (to be discussed at meeting; have also asked architect for advice)<br>- The work in the tower to install sound proofing is complete<br><br>OTHER<br>- Week day Zooms (formerly Mon-Thurs) now only Mondays and Thursdays; new rota in place<br>- Updated service list for Aug-Oct and re-distributed; need to issue Nov-Jan when Xmas services confirmed<br>- Provided AV support for Liz Cheyney's funeral on 21/8/23 | |
| **11. Events**<br><br>• Monday 18 December – Carols in Caversham Court | **All to take note** |
| **12. Church forum dates**<br>• 8 October<br><br>2024<br>• 11 February<br>• 9 June<br>• 13 October | **All to take note** |
| **13. CLT meeting dates (all Wednesday, 7.30pm):**<br>• 4 October<br>• 1 November (Nigel away)<br>• 6 December<br><br>2024<br>• 10 January<br>• 7 February<br>• 6 March<br>• 10 April<br>• 8 May | **All to take note** |

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| • 5 June<br>• 3 July<br>• 4 September<br>• 2 October<br>• 6 November<br>• 4 December | |
| **14. Next scheduled meeting: Wednesday 4 October, 7.30pm**<br>• Hybrid meeting (in person in the Rectory, and on Zoom)<br>• | **All to take note** |
| **15. Close & the Grace** | |
| **Signed:**<br><br>**Chair:**<br><br>**Secretary:** **Date:** | |