MINUTES
Leadership Team Meeting
Wednesday 4th October 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: Francis, Gill, Catherine, Mike

Item	Action
1. Welcome & apologies	
2. Dwelling in the word	
3. Standing items 3.1 Declarations of interest – none. 3.2 Safeguarding issues (see also 7.2 below) 3.3 Pastoral care – continues with Olive Branch. 3.4 Spiritual growth – housegroups continue. Rachel intends to visit groups. Penny's Alpha group is postponed until the New Year and may feed into Lent Groups. Rachel will be talking to clergy in Caversham about Lent Group possibilities. 3.5 Health & Safety – Rachel and Francis have met Caversham Court committee about arrangements if the Carol Service is in the church due to bad weather. The PCC have agreed to have a separate Hand S committee. Francis to be our representative.	
4. Minutes of the previous meeting 4.1 Previous meeting minutes agreed. • Any redactions required before publication? None. Helen to pass minutes to John Cooke for the website.	Helen
5. Clergy update 5.1 Welcome - Welcome notices New ones have been designed by Mark Carpenter, simple and colourful. There are 3 spaces for notices. The notices will be shown at the Forum and then be displayed. - Noticeboards .Rachel would also like to spruce up the notice boards and have someone look after these. 5.2 Disability access - Parking The parking idea mooted at the previous meeting has now been discussed with Richard Larkin. He has sketched out a brief to take to the architect to ask what it would cost, without prejudicing any further development. The architect has proposed that designing one of two alternative plans would cost £4000 or £6,500 + VAT. He could put together a design in 4 weeks. The architect needs to be consulted in order to satisfy the diocese. The diocesan disability adviser has advised disabled parking is necessary. Money to fund it will need to come from the re-ordering fund. It has been suggested it could be done more cheaply but	

there are many reasons why it needs to be done properly, including safety, insurance and legal/planning (eg diocesan, RBC) Rachel will ask Richard if making the entrance safer and more accessible can be added to the plans. — Rachel

- Re-ordering / Statement of Need

The re-ordering group has met to get information to draw up the statement of need. Helen Probert may be withdrawing from the group once she has written to the Oxford Heritage Partnership. The information can then go to the diocese. More people are needed to be in this group.

The CLT agreed that an architect should be contacted with a view to drawing up plans. This will be presented at the Forum.

5.3 Report from Worship Group

A draft list of services covering all of 2024 until and including Easter has been agreed.

6. Finance & expenditure (questions only)

6.1 Regular report

- **Banks Accounts up to: 2nd October 2023**

Community Account	£4,148.40
Appeal Account	£18,698.26
Savings Account	£5,000.24
Income this month	**£7,448.63**
Expenses	**£9369.99**

Caversham Parochial	£8,301	
CHQ Samaritans	£380.85	
BT	£52.46 – Jey will look into getting a cheaper deal.	Jey
Insurance	£375.08	
Electricity	£217.25	
ICO Data License	£35.00	
Water	£8.35	

- **The CBF Church of England Funds as of 26th Sept - £353,271.60**

- **Parish Giving Scheme - September**

PGS Donations Received	£3,436.81
Gift Aid	£725.79
Total Received	**£4,162.60**

- **Community Account Pledges**

S/O Pledges for July	£1,283.67
S/O Pledges for August	£1,533.67
S/O Pledges for September	**£1,598.67**

- **Goodbox open plate for September £98.25**

- **Offertory Plate for September £203.85**

- **Other Income in September**

Wall Safe	**£51.88**
Refreshment Donations	**£56.55**

- **Harvest Festival £346.00**
- **Andy Stoles £188.00**

• **Electricity** From October 2023 our electricity provider is Parish Buying Energy Basket which means we get our electricity from Hornsea 1 Wind farm from 1st October 2023 to 30 September 2025. This means a reduction in our electricity charges. **Friends of St Peters** Meeting TBA. **Finance Task Force** 2024 Budget attached. **Flower Account** Has now been closed with £203.66 transferred into St Peters Account. Pat will email Pat Jones and Pat Williams advising the arrangers can ask to be reimbursed. 6.2 2024 budget for approval The task force has come up with a budget. There continues to be a deficit. Draft budget to be passed to the parish treasurer for comment. 6.3 Stewardship campaign – 'Cornerstone' Rachel, Francis and Nigel attended a Cornerstone presentation about stewardship, looking at all areas, not just money, helping to analyse how we are doing. Higher giving needs to be encouraged.	Pat Pat
7. Main notified business 7.1 Forum agenda - Publicity - Gill to be asked to present the new welcome posters. - 2024 budget – this is not being presented, but people will be told that there will continue to be a deficit. Nigel to ask Simon if he can talk about this. - Stewardship – encourage people to sign up for Parish Giving Scheme and/ or to give more. - Common cup reintroduction. - Car Parking 7.2 Safeguarding - RA template has been drawn up by Pam. - Saturday morning session – anyone who needs to write a risk assessment can attend and be helped. Probably 18th November. Pam or Rachel to check date with Christine Bradbury. 7.3 Saturday Morning Coffee - will continue at least until December, with heating.	Nigel Nigel Pam/ Rachel
8. Other notified business 8.1 Christmas Market – proceeds. Carol Moloney has asked for proceeds to go to charity. It was agreed half to charity and half to church. Nigel to speak to Carol.	Nigel
9. Matters arising from previous meeting 9.1 Ask Mark C for a design for Welcome sign background Pam Done 9.2 Welcome cards – consider design and process Rachel, Pam, Gill. Done. See 5.1 9.3 Common cup – make arrangements for reintroduction Rachel Will be announced 8 Oct,	

meeting 15 Oct, commence 22 Oct	Rachel
9.4 Convene task force with Simon Porter Pat Took place on 13 Sept, with a follow-up on 22 Sept	
9.5 Notice in parish notices re Cosy 100 Club Pat Done	
9.6 Check quotes prior to decision Nigel JG Restorations contacted about mistake in quote. Awaiting revised quote.	Nigel
9.7 Contact architect about parking. Rachel, Gill Done See 5.2	
9.8 Notice on website about disability Francis Done	
9.9 Brown 'heritage' sign – research continues.	Gill
9.10 Arrange Saturday morning session to help with safeguarding risk assessments Rachel, Pam. This is being arranged (see 7.2)	
9.11 Address issues in archdeacon's report Francis, Nigel Only major issue has been addressed	
9.12 Arrange meeting with DSAV about AV phase 2 Nigel No progress Keep	Nigel
9.13 Check previous years' expenditure figures to identify major annual expenditure outgoings to inform future finance report. Pat. Done for task force meeting on 13 Sept.	
9.14 AV phase 2 Nigel See 9.12 above	
9.15 Common cup Rachel See 9.3 above	
9.16 Safeguarding risk assessments Pam, Pat, Rachel, Helen See 8.1 above	
9.17 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 Rachel & Pam Nearing completion Keep	Rachel, Pam
9.18 Co-ordinate responses from St Peter's CLT to all relevant items on the PCC priorities list – Rachel to add info re ministerial initiatives Rachel Keep	Rachel
9.20 Personal discipleship plans Rachel, Catherine Keep	Rachel, Catherine
9.21 Fire risk assessment Nigel Awaiting advice re CH Keep	Nigel

10. Churchwardens' reports (questions only)

10.1 Reports from churchwardens

From Jey:

1. Attended the PCC Standing committee to discuss Health & Safety questions raised by Richard Havelock

2. Added a few Bell ringing requests from David. The ODG youth band will ring on Thursday 21st December from 1.30 pm to 3.00 pm. They would like to use the kitchen to provide refreshments during a break in the middle. I have agreed to this and added it to the Parish calendar.

3. Sunday Morning Refreshments - It was suggested to purchase Coffee powder from a fairtrade instead of buying from supermarkets. Pat has kindly agreed to buy this when required. In future, when the coffee powder runs out, we will inform Pat so it can be purchased.

4. Saturday Coffee Mornings - Sue McQueen and the Saturday morning coffee team have some difficulty in setting up the tables for Saturday Coffee mornings. She asked if the table can be left unfolded at the back of the Church so she can use it. I've agreed to this and will leave the table after Sunday morning unfolded at the back of the church. Hope this helps her.

5. Prepared Sunday refreshments rota until Dec 23 and shared within the team. Still looking for volunteers to cover the festival services refreshments.

From Francis:

Eco Church

Attended the following webinars this month.

Introduction to Eco Church. An hour of Prayer about supporting God's creation and prayers for support and strength for all of us who are embarking on this journey. Working towards Net Zero Carbon with Eco Church **Churchyard** St Peter's Hill hedge issue unresolved. No information still about dates for the council's headstone topple testing in the churchyard. Completed churchyard tree identification survey. Copy of churchyard tree plan to be placed in churchyard file held by the parish office. Charlie Scola and undertook a tree condition survey of churchyard trees. We will meet Sarah Harrison RBC in October to discuss this. Will include St Peter's Hill overhanging yew hedge issue. Began to compile a churchyard management plan. This will form part of the evidence submitted to obtain an Eco Church award. **Meetings** Attended the St Peter's Financial Task Force meeting and also a Zoom Q&R Diocesan Stewardship Campaign(Cornerstone). Attended the St Peter's Worship Group meeting 10.2 Fabric report From Nigel: FABRIC - One uplighter currently blown in north aisle - Info received from architect re dust deposit from ceiling – suggests getting professional help; meeting someone this Wed 11am - Quotes received from 2 contractors for plastering work – chasing for an amended version of one - Reported to PCC re the completion of the sound control work in the tower OTHER - Attended 2 finance task force meetings - Attended online intro to the diocesan stewardship platform (Cornerstone) - Attended the worship group meeting - Updated service list for Nov-Jan issued - Attended a late-night vestry alarm on 1/10/23 – no issue found - Provided step-by-step streaming instructions for 8am service – filed in the procedures doc in the AV desk	
11. Events • Monday 18 December – Carols in Caversham Court	**All to take note**
12. Church forum dates: • 8 October • 11 February **2024** • 9 June • 13 October	**All to take note**
13. CLT meeting dates (all Wednesday, 7.30pm): • 4 October • 1 November • 6 December • 10 January **2024** • 7 February • 6 March • 8 May • 5 June • 3 July • 4 September • 2 October • 6 November	**All to take note**

• 10 April • 4 December	
14. Next scheduled meeting: Wednesday 1 November, 7.30pm • Hybrid meeting (in person in the Rectory, and on Zoom) Nigel is away – Pat to chair, Jey to host Zoom, Rachel to bring laptop. Nigel, Rachel and Pat to meet beforehand.	**All to take note** Pat, Jey, Rachel Nigel
15. Close & the Grace	All
Signed: **Chair:** **Secretary:** **Date:**	