MINUTES
Leadership Team Meeting
Wednesday 6th December 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), Ben Nicholls (parish youth worker), 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: Mike

Item	Action
1. Welcome & apologies Nigel welcomed Ben on joining the CLT.	
2. Dwelling in the word	
3. Standing items 3.1 Declarations of interest - none 3.2 Safeguarding issues – no change 3.3 Pastoral care – Rachel was pleased that congregation members have, in the process of reaching out to friends and neighbours who are suffering, been extending both an invitation to church and alerting the clergy of the need for pastoral support. Olive Branch work continues. The Bereavement Support Group has met. 3.4 Spiritual growth – the Alpha Course starts after Christmas. The Clergy are looking at how to progress supporting and communicating "Living in Love and Faith". Rachel and Catherine will find out if Churches Together in Caversham are planning Lent Groups next year. 3.5 Health & Safety – none specific.	Rachel Catherine
4. Minutes of the previous meeting 4.1 Previous meeting minutes agreed. • Any redactions required before publication? None	
5. Clergy update 5.1 Re-ordering / accessibility update Rachel reported that with a few alterations our Statement of Need should be ready to be presented to the DAC shortly. The current plan is to start with a phased process, beginning with addressing accessibility issues, including toilets, as Phase 1, just a slight alteration from original plan. The request can then go to the architect. Richard Larkin will be asked to write to the architect, who will then give a cost for drawing up a plan. The re-ordering team needs to be re-established and it will report to the CLT. 5.2 PCC priorities - General discussion The Parish Priorities document includes all input from all three churches. Nigel urged us to look at this. - Prayer ministry Rachel is keen to develop this in our church. She would like to form a team of church	Rachel Gill All

members to pray with people, for example at the healing services. There is some crossover

with Olive Branch when visiting people at home and praying with them. There is also a Sunday Night prayer group online.

5.3 Signature care home
- Needs a co-ordinator.

Clergy (Rachel and Catherine) are visiting monthly to take a communion service, with usually about 6 people, with carers. Volunteers from the church are attending but a rota is needed to ensure an even spread of support. Catherine will ask one of the helpers to take this on. — Catherine

5.4 Preparations for Christmas

Christingle is being prepared. 10 adults are needed for each service – Francis to coordinate. — Francis
Rachel to put in the notice sheet. — Rachel
Midnight Service – Catherine requested to have 2 communion stations because of numbers. Nigel will assist.

6. Finance & expenditure

6.1 Regular report from Pat

- **Banks Accounts up to: 30TH November 2023**

Community Account	£13,867.26
Appeal Account	£15,421.77 (Paid JBKS for Parking Consultancy)
Savings Account	£5,000.24
Income this month	**£9,096.96**
Expenses	**£7,938.49**

Caversham Parochial	£5534.00
BT	£52.46
Insurance	£375.08
Electricity	£0.00 (Will be in December statement)
Altar	£64.28
Water	£8.35
Music Dir	£733.33
General Expenses	£878.23
Internet (Zoom)	£143.88
Refreshments	£148.88

- **Parish Giving Scheme - November**

PGS Donations Received	£3,496.11
Gift Aid	764.18
Total Received	**£4,260.29**

- **Community Account Pledges**

S/O Pledges for September	£1,598.67
S/O Pledges for October	£1,303.67
S/O Pledges for November	**£1,333.67**

- **Goodbox open plate for November** **£165.52**

- **Offertory Plate for November** **£362.92**

- **November Breakdown**

Refreshment Donations	£130.13
Poppy Collection	£40.00

Wall Safe	£59.46
Christmas Card Donation	£492.00
Donation for Christmas Flowers	£40.00

- **The CBF Church of England Funds as of 5th December - £361,939.05 (UP)**

Friends of St Peters
Meeting TBA.
Finance Task Force
Meeting was held on 29th November 2023.

- 2024 budget was discussed. Pat informed that Insurance for 2024 was £23 over budget.
- PCC agreed budget including parish support of £10,000 for re-plastering in 2024.
- Cosy 100 Club – Unfortunately not enough tickets were sold; therefore, cheques will be returned. We will hopefully re-launch in 2024.
- Cornerstone was discussed. (which will be covered in the meeting by Rachel)

Christmas Market Total is £2,927.40
To be divided between DEC (for Ukraine) and the church

No Red Flags this month.

6.2 Cornerstone
The parish is signed up to use this tool/ website. The idea is to promote our understanding of how money given is used, which will hopefully encourage people to give. There is a questionnaire which will go initially to CLT members and will be ready in January. There are workshops in January – clergy will be attending and CLT members are also encouraged to attend. Rachel is attending the workshop on 16th January and others are encouraged to join her or attend other dates at their convenience. Rachel to send round the booking link. — Rachel

7. Main notified business

7.1 Youth worker – Ben Nicholls
- General introduction & questions.
Ben is now part of the CLT. Ben works with children in all the churches aged 11 – 18. Thursdays is Youth Club night for all churches, and from January will be in Church House. St. Peter's young people go to "Top Up", a meeting after church on a Sunday. Ben has been networking with youth workers from other churches.

7.2 Safeguarding
- Risk Assessment folder for church.
RAs for each group should be kept in church, a folder with all of them as well as being displayed in the relevant area. Also on website. Nigel to speak to Caroline about what to put on the website. — Nigel

7.3 Forum on 11 February
- Format
Rachel would like to make the Forums more life giving. At St. John's they start with groups, mixing people up, looking at what has gone well and what are the challenges, then feeding back. It would enable people to feel listened to, but we do also need to impart information. A small planning group to be formed to consider how this can be done - Nigel, Rachel, Helen, Francis — Nigel, Rachel, Francis, Helen

- Youth input? How do we ensure we listen to the young people?
Presently Ben is an advocate for the young people and listening to them.

8. Other notified business 8.1 Noticeboards Rachel would like a review of the notice boards, what goes where, content etc. Pat to ask Mark Carpenter.	Pat
9. Matters arising from previous meeting 9.1 Personal Development Plans – Rachel is arranging a meeting with the lead person in the diocese to explore this. 9.2 Communion for children before confirmation. Small group to progress this, based on work done for St John's. Rachel, Pam, Eleanor are reviewing the material. 9.3 OHP to be paid for the work so far and architect to be paid for the site visit. Rachel Done Close 9.4 Helen to ask Pat Jones for a view on how to thank Pat W. Helen Pat suggests a letter or email from Mike or Rachel. Rachel to write. 9.5 Renovation of toilets and kitchen. Helen, Nigel and Francis to arrange a site meeting. TBA 9.6 Provision of hardcopy notice sheets. Rachel to speak to Steve and Caroline. Weekly notices now available in church. 9.7 Ben Nicholls, new Youth Leader, to be invited to next meeting. Nigel Done 9.8 Welcome cards. Eleanor will contact parish administrator about what information should be included. Eleanor has spoken to Caroline – any information gathered would need to go to Caroline. 9.9 Following closure of the flower account, advise Pat Jones and Pat Williams regarding reimbursement. Pat has done this. 9.10 Brown 'heritage' sign. Ask architect. Gill, Rachel. TBA 9.12 Arrange meeting with DSAV about AV phase 2 Nigel No progress Keep 9.13 PCC priorities list. Rachel to take to PCC. Rachel Done. Some items to be discussed at CLT (see agenda). Close 9.14 Fire risk assessment Nigel Awaiting advice re CH Keep 9.15 Set heating to come on daily. Nigel Done Close	Rachel Helen Gill, Rachel Nigel
10. Churchwardens' reports (questions only) 10.1 Reports from churchwardens From Francis: **Churchyard** Memorial Topple Testing: Oxford Diocese received from RBC request to undertake this work. Tree maintenance: Assisted in removing two holly trees overhanging the Warren. Council has cut back ivy on St Peters Hill boundary wall. **Berkshire Records Office/Reading Central Library** Visited both resources to discover (a) churchyard maintenance responsibility transferred from the church (was church wardens responsibilities!) to the secular authority (b) date of dedication for St Peter's Lady Chapel. (Dedication service by the Bishop of Oxford occurred on Shrove Tuesday 24th February 1925 so time to organise a centenary celebration service). Will deposit this information in parish office filing cabinets. **Toy Service** Arranged the collection for donations post this November service. **Christmas Tree** Assisted in erecting and decorating tree in front of Lady Chapel.	

Finance Task Group Attended meeting. 10.2 Fabric report From Nigel: FABRIC - List B application for plasterwork repairs – should've heard back from diocese by 20/11; chased them 4/12 - One 50w light is out in the nave - One 10w light is out in north aisle - Heating – now coming on daily OTHER - Attended a finance task force - Leaf-sweep took place on 25 November – included a number of helpers from the cubs - Christmas trees went up on 29/11 (me, Francis, John C) - Welcomed and integrated Logan Smith into the streaming team, as part of his D of E - I have marked the two carved chairs in the Lady Chapel with SmartWater, as recommended by Francis (apparently they are quite old) - Francis and I took down all the social distancing signs in the south aisle on 29/11 – they are pretty redundant now. - The Google Nest Aware subscription had expired, so I have today renewed it for a further 12 months for £60	
11. Events • Monday 18 December – Carols in Caversham Court	**All to take note**
12. Church forum dates: • 11 February **2024** • 9 June • 13 October	**All to take note**
13. CLT meeting dates (all Wednesday, 7.30pm): • 10 January **2024** • 7 February • 6 March • 10 April • 8 May • 5 June • 3 July • 4 September • 2 October • 6 November • 4 December	**All to take note**
14. Next scheduled meeting: Wednesday 10 January, 7.30pm • Hybrid meeting (in person in the Rectory, and on Zoom)	**All to take note**
15. Close & the Grace	

ST PETER CAVERSHAM

Signed: **Chair:** **Secretary:** **Date:**	