

MINUTES
Leadership Team Meeting
Wednesday 4th September 2024 at 7.00pm, 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: Gill, Catherine, Mike, Jey.

Ben present for items 1, 2 and 4.3 only.

Item	Action
<p>1. Welcome & apologies</p>	
<p>2. Dwelling in the word</p>	
<p>3. Standing items</p> <p>3.1 Declarations of interest - none</p> <p>3.2 Safeguarding issues – nothing new</p> <p>3.3 Pastoral care - ongoing</p> <p>3.4 Spiritual growth – Personal Discipleship Plans – group looking at this. Catherine to talk at next meeting. House groups starting next week.</p> <p>3.5 Health & Safety – Francis noticed the eagle had been moved to the Lady Chapel – he advised on where to put it so that access to the fire extinguisher is not impeded. The inferior chairs have also been moved out, replaced by the better ones that were in the VDS. This has made more room in the VDS for Sunday Club. The better, cloth covered, chairs are stackable and were a gift from Meg Gale. The plastic covered ones can be disposed of, although this may require a faculty.</p>	Francis
<p>4. Main notified business</p> <p>4.1 Return to common cup – practicalities are not a problem; the present communion assistants should be able to cover. The present suggestion is to have the priest in the middle giving out the bread with 2 assistants with the cups either side of the altar. People can bypass the cup if they do not wish to take it. There is an article from Mike in this week’s newsletter about the re-introduction of the common cup for all the churches to discuss and comment on. The re-introduction will be after all the churches have seen and discussed. Date to be decided.</p> <p>4.2 Church fees proposal for 2025 – An increase from £60 to £70 for heating is requested. It is a requirement to heat church October – April so people can’t choose not to have the heating on.</p> <p>4.3 Children and Young People strategy (see separate document) In response to the Diocesan request for a strategy Ben, Anna and Pam asked for feedback from the young people and families, covering 5 areas:</p> <ul style="list-style-type: none"> • The importance of Christians friends and peer groups • The importance of family and the home environment • The importance of the church community • The importance of role models • The importance of participation <p>Nine people responded. The findings are similar to national findings. No decisions could be</p>	Nigel



<p>made about how to proceed at the meeting. All to read, digest and think of ideas for future discussion.</p> <p>The next part of the project will be looking at the values that should underpin the strategy</p> <p>4.4 Children's work Space – VDs has been cleared to make space so that younger children can be with the primary school group. The church will fund the table, and Pat will ask for donations for other things. Pam will ask for contributions for bibles. Pam suggested we need leaflets to tell people what's happening. A leaflet stand would be good. Helen and Pat will look at stands.</p>	<p>All</p> <p>Pat Pam Helen Pat</p>																																		
<p>5. Clergy update</p> <p>5.1 Communion for children – progress. Rachel would like to have a session with parents and children rather than making a video (as previously planned). Rachel to sort a date.</p> <p>5.2 Harvest Festival 22 September Catherine is taking the service.</p> <p>5.3 Meeting with St Peter's PCC reps 27 October Nigel to send out invitations. Meeting to be in the Rectory after the 9.30 service.</p> <p>5.4 Good Friday 18 April 2025 Rachel has written to the Archdeacon of Bolton but has not heard back yet. If she doesn't hear, she will write to Stephen Cherry from King's College Cambridge.</p>	<p>Rachel Pam</p> <p>Nigel</p> <p>Rachel</p>																																		
<p>6. Finance & expenditure</p> <p>6.1 Regular report from Pat</p> <ul style="list-style-type: none"><u>Banks Accounts up to: 31st August 2024</u> <table><tbody><tr><td>Community Account</td><td>£5,922.55</td></tr><tr><td>Appeal Account</td><td>£14,922.05</td></tr><tr><td>Savings Account</td><td>£6,121.26</td></tr><tr><td>Friends</td><td>£4,626.04</td></tr></tbody></table> <p>Income this month £8,444.32 Expenses £10,649.05</p> <table><tbody><tr><td>Caversham Parochial</td><td>£8,487.00</td></tr><tr><td>General Expenses</td><td>£60.53 (inc Water, BT)</td></tr><tr><td>Insurance</td><td>£418.56</td></tr><tr><td>Music Dir</td><td>£783.00</td></tr><tr><td>Heating & Electrical</td><td>£85.26</td></tr><tr><td>CIRDIC Carol Maloney</td><td>£145.74</td></tr><tr><td>Cleaning</td><td>£106.74</td></tr><tr><td>Altar</td><td>£112.44</td></tr><tr><td>Junior Choir</td><td>£109.50</td></tr><tr><td>Flowers</td><td>£231.65</td></tr><tr><td>Refreshments</td><td>£108.63</td></tr></tbody></table> <p><u>Parish Giving Scheme - August</u></p> <table><tbody><tr><td>PGS Donations Received</td><td>£3,911.87</td></tr><tr><td>Total Received</td><td>£3,911.87 (no Gift Aid)</td></tr></tbody></table> <ul style="list-style-type: none"><u>Community Account Pledges</u>	Community Account	£5,922.55	Appeal Account	£14,922.05	Savings Account	£6,121.26	Friends	£4,626.04	Caversham Parochial	£8,487.00	General Expenses	£60.53 (inc Water, BT)	Insurance	£418.56	Music Dir	£783.00	Heating & Electrical	£85.26	CIRDIC Carol Maloney	£145.74	Cleaning	£106.74	Altar	£112.44	Junior Choir	£109.50	Flowers	£231.65	Refreshments	£108.63	PGS Donations Received	£3,911.87	Total Received	£3,911.87 (no Gift Aid)	
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S/O Pledges for June	£1,123.671
S/O Pledges for July	£1,188.67
S/O Pledges for Aug	£1,418.67

- **Open Plate for August** **£605.87**
(inc GoodBox)

Income of Note for August

Donations	£276.07
HMRC	£581.84
Donations for water heater	£1,275.00
Berkshire Historic	£500.00

- **The CBF Church of England Funds as of 2nd August 2024 - £397,023.29**

An accidental over-payment of the diocesan share means that it will be less over the next quarter. This should see the actual expenses more closely mirroring the budgeted expenses by year-end.

7. Other notified business

7.1 Forum 13 October – agenda/format

Ideas for engaging congregation:
A suggestions box 3 weeks before.
Hearing issues
Update on Friends
Re-ordering
Children’s stuff

7.2 Re-ordering – progress

A small working group has met and discussed whether to do phased or whole project. Fund raising will continue to be for whole project. The architect has been asked to do some plans for the phased idea which can be used for the DAC pre-application for the faculty meeting. We are still seeking someone to head up the fundraising effort.

7.3 Lady Chapel centenary celebration

LC is a war memorial. Francis has researched. It was constructed 1924 but the formal consecration by Bishop of Oxford was in February 1925. He has asked Mark Carpenter to take photos to make a booklet. A bishop will be invited for the memorial service, but the new Reading bishop will not be in place then. Rachel will ask the Bishop of Oxford who could choose a time when he is available. The Friends could be involved and we could advertise to find descendants.

Rachel

7.4 Replacing the water boiler

Nigel wants to replace like for like. Money has been raised from the congregation. Agreed.

Nigel

7.5 Caroline’s retirement – implications for St Peter’s.

Discussion on this was postponed due to lack of time.

7.6 Portrait of the King

It is a large portrait and it was agreed there is no place in church for it.



8. Minutes of the previous meeting

- 8.1 Previous meeting minutes agreed with one slight alteration
- Any redactions required before publication? No

9. Matters arising from previous meeting

- 9.1 Recording services – Nigel to draw up an implementation plan. Draft plan circulated to Rector and Caroline for initial comment. Keep
- 9.2 Pat to check to see if some general expenses incurred can be reallocated to other budget items, eg maintenance. In progress Pat
- 9.3 Pat and Francis to publicise the need for fundraising volunteers and arrange first meeting. Meeting arranged
- 9.4 Pam to draw choir’s attention to the PGS giving scheme. In October choir newsletter. Pam
- 9.5 Rachel to set up a group to encourage toddler/pre-school presence. In progress. To go to PCC.
- 9.6 Francis to write a report of St Peter’s day events for Caversham Bridge. Done
- 9.7 St Peter’s day video – Francis to ask Anna to make it available on YouTube and parish website. Available on YouTube
- 9.8 Include discussion in CLT of the latest part of the Eggleton legacy Nigel See item 10.2.
- 9.9 Fete wet weather plan – liaise with fete committee Francis / Jey Done
- 9.10 Contact family of member of congregation Rachel Done Close
- 9.11 Nigel to communicate with the relevant people about ensuring there is another adult present during the children’s choir practice. Done
- 9.12 Ben to approach someone to be a designated person who can answer questions and concerns from members of youth group. Close – this is up to Ben.
- 9.13 Draw up strategy for children and young people, per diocese request Rachel, Ben, Pam. Document drawn up for CLT consideration (see agenda)
- 9.14 Pat to convene next finance task force meeting. Meeting arranged for 18th September.
- 9.15 Francis to write an article for Caversham Bridge re Friends of St Peter. Done
- 9.16 Jey to invite a representative from the Welcomers to join the worship group. Ongoing Jey
- 9.17 Rachel to convene meeting of PCC members. 27 October after 9.30 service proposed (see agenda)
- 9.18 Pat to talk about her diocesan course at a future date. Pat is no longer able to do this. Close
- 9.19 Rachel to record the communion for children video. See agenda
- 9.20 Nigel/Rachel to ask architect for ideas of how to replace Warren noticeboard and other signage (eg brown heritage sign) Forgot to do so at the QI (August 29) Keep Nigel/Rachel Eleanor
- 9.21 Welcome leaflet: check size and liaise with Caroline Eleanor. Ongoing Eleanor
- 9.22 Renovation of toilets Nigel, Francis Partially done. More work desirable. Keep
- 9.23 Arrange meeting with DSAV about AV phase 2 Nigel No progress Keep
- 9.24 Fire risk assessment Nigel Awaiting advice re CH Keep

10. Churchwardens’ reports (questions only)

10.1 Reports from churchwardens

From Francis:

Parish Fête

Assisted in setting up/setting down tables and gazebos for stalls on the day. Ran the plant stall.

St Peter’s Fundraising session

With Pat Macgregor we arranged an informal discussion with interested parishioners at one of the Saturday coffee and cake session

Churchyard

With Pam Asbury surveyed churchyard as part of the national Big Butterfly Count. Disappointing result from last year's count probably due to the long wet cool spring.

Common Cup Zoom meeting

(see CLT agenda item) Lively meeting with heartfelt views expressed.

From Jey:

1. Added a few bell ringing requests from David Sumner into the Parish Calendar.
2. Helped Nigel to clear roof valleys in preparation for the QI.
3. Helping Sunday morning refreshments and streaming as and when needed.

10.2 Fabric report from Nigel:

FABRIC

- Jey and I cleared all roof valleys in preparation for the QI 20 August
- Quinquennial Inspection took place 29 August; main issue is the structural integrity of the vestry roof; I'm afraid we may have a bigger problem than a simple leaking valley gutter. There are implications about safety for the young people using the vestry for the older Sunday Club.
- The kitchen water boiler has ceased working – I have tried and failed to mend it, and am in favour of replacing like-for-like, although I realise we need to consider other options and make a collective decision
- Electrician has quoted £563.42 (incl VAT) to convert all strip lights (vestry, kitchen, area above kitchen) to LED – see attached
- The electrician has also been asked to provide a quote for a number of electrical items in the tower required by the bellringers; still waiting for the quote
- A mat has been placed underneath the organ console in the hope that this will prevent damp seeping into the electronics in the winter

OTHER

- No more news about the residual legacy – I have chased the solicitors today
- I haven't managed to sell the flight case, so I intend to give it away
- The vestry alarm reported another comms fault on 21 August – no issue found
- We have another recruit to the Church opening team – Viv Vincent; I have issued a key and updated the keyholders register

11. Events

- Saturday 7 December – Christmas Market

All to take note

12. Church forum dates:

- 13 October
- 2025
- 2 February
 - 8 June
 - 26 October

All to take note

13. CLT meeting dates (all Wednesday, 7.00pm):

- 2 October
 - 6 November
- 2025
- 8 January
 - 5 February
 - 5 March
 - 2 April
- 4 December

All to take note



<ul style="list-style-type: none">• 7 May• 4 June• 9 July• 3 September• 1 October• 5 November• 3 December	
14. Next scheduled meeting: Wednesday 2 October, 7.00pm <ul style="list-style-type: none">• Hybrid meeting (in person in the Rectory, and on Zoom)	All to take note
15. Close & the Grace	All
Chair: Secretary: Date:	