

MINUTES
Leadership Team Meeting
Wednesday 2nd October 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: Catherine

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 – Rachel and Jey have just been on the Leadership Safeguarding course, which raised some thoughts. Should we be sharing small things we notice and look after one another, not just be aware of the legal requirements? The whole congregation needs to be aware, and we can all talk about any concerns with the clergy, our safeguarding officer (Christine Bradbury) or share at the CLT. This can be re-iterated at the Forum, the need to instil a culture of safeguarding.</p> <p>3.3 Pastoral care -</p> <p>3.4 Spiritual growth – both Housegroups are studying Romans at the moment. Pat and Catherine are starting a discipleship course.</p> <p>3.5 Health & Safety – continued concerns about lighting on path to vestry.</p>	<p>Nigel</p>
<p>4. Main notified business</p> <p>4.1 Children and Young People (CYP) strategy - next stage</p> <p>How to include less frequent visiting children – eg grandchildren of congregation? The survey (circulated at the previous meeting) is relevant to the existing situation. It doesn't relate to future requirements, or what might be useful. Perhaps that's the next stage – we may need another fact-gathering exercise. A leaflet explaining what our church offers for children now is in production.</p> <p>Do we need to present the survey and its findings to the congregation? Regarding the 'values' doc, presented for the first time at this meeting... question re use of the words 'relational' and 'Jesus-centred'. Ben explained this is because Jesus reveals what God is to us, a concrete concept for young people to understand about relationships. Suggest mentioning something about 'Anglican tradition' in one of the sections. It was concluded we were generally happy with no major concerns.</p> <p>On other matters related to CYP (children and young people) we have been overwhelmed with the response to the request for donations towards funding for bibles and shelving. The shelving was installed on Saturday. The new table will be purchased soon.</p> <p>4.2 Church Forum 13 October agenda Various ideas were put forward. Probables (with main presenter in brackets):</p> <ul style="list-style-type: none"> - Safeguarding – the responsibility of us all (RRS) - Discussion about children and/or inclusivity (PA) 	<p>Pat</p>



- Thanks for swift response to request for funding of CYP items (PA)
- Lady Chapel centenary – Bishop of Oxford to attend, with afternoon tea. (PM)
- Friends of St Peter’s (PM)
- Re-ordering (RRS)
- Questions/comments from the congregation

Possibles:

- Importance of making it a two-way communication process
- Explain what is done with the CYP – eg Top-up, youth group, toddler group
- Include input from CYP in future forums – next one is 2 Feb, so youth leaders (and maybe young people) can be there
- Could focus it around intergenerational church, as discussed at APCM

5. Clergy update

- 5.1 Re-ordering
- Progress

Plans are being drawn up; still considering whether it should be for the whole scheme.

- Lottery Heritage Fund

This is a potential game changer, since funding is being made available for heritage items; churches are specifically mentioned.

- Need for a project manager and fundraiser. Should these be paid posts as some parishes have used? Rachel is looking into this.

Rachel

- 5.2 Worship Group meeting 7 October

- Nov 3 All Saints will be celebrated in the morning with Service of the Word, with the All Souls “Remembering a Loved One” in the evening. It was agreed it was acceptable not to have a communion service that day. Worship Group to note.

How 6. Finance & expenditure

- 6.1 Regular report from Pat

ST PETERS ACCOUNTS

- **Banks Accounts up to: 30th September 2024**

Community Account	£9,346.46
Appeal Account	£14,922.05
Savings Account	£6,121.26
Friends	£5,426.04

Income this month £8,633.94
Expenses £6,099.27

Caversham Parochial	£3,571
General Expenses	£742.84 (inc Water, BT)
Insurance	£418.56
Music Dir	£783.00
Heating & Electrical	£209.95
CIRDIC Carol Maloney	£54.33
Publicity (Olive Branch)	£13.60
Sunday Club	£305.99

Parish Giving Scheme - September

PGS Donations Received	£3,921.87
Income Tax Recovered	£1,680.42
Total Received	£5,602.29



• **Community Account Pledges**

S/O Pledges for July	£1,188.67
S/O Pledges for Aug	£1,418.67
S/O Pledges for Sept	£1,128.67

• **Open Plate for September £174.65**

(inc GoodBox)

Other Income for September

CIRDIC	£154.83
Donation	£700.00
Fundraising for Sunday Club	£290.00
Church Fees Qtr 3	£584.00

• **The CBF Church of England Funds as of 30th Sept 2024 - £396,694.77**

Finance group

We have been advised that the next £50k of the Eggleton legacy will be received in the next few days. The finance task force agreed that this should be earmarked – at least in the first instance, until the extent of the problem is understood better – for funding the work to repair the vestry roof.

7. Other notified business

7.1 Meeting with St Peter's PCC reps 27 October
- Format / agenda

All PCC reps can come. CLT members are welcome but not expected to be there, except Nigel and wardens. PCC – where is it getting to with the list of parish priorities? Is St Peter's reporting our progress against parish priorities effectively? Could we propose a parish-funded paid worker to work with younger children in St Peter's? How to improve two-way communications between CLT and our PCC reps. Can we improve how our voice is heard at PCC?

7.2 Friends of St Peter
- Banner – where? Try different places around the church.
- Use of porch noticeboard – Pat is asking for the right noticeboard in the porch to be used for friends. At moment it is a community noticeboard. We will try various options, but it should be noted that there are other equally important areas of church life which need to be publicised.
- Tie-in with Lady Chapel centenary

7.3 Caroline's retirement – implications for St Peter's
There are some things Caroline has done just for St Peter's because she is a member of the congregation, but Karen will not do them as she will be the parish administrator. We will address specific with Karen once she has her feet under the desk.

7.4 Hire charges for use of St Peter's previously circulated by Nigel –
Church Hire (up to 4 hours)
Summer (BST) £50 increase to £60
Winter (GMT) £75 increase to £90
Church Hire (all day)
Summer (BST) £75 increase to £85
Winter (GMT) £125 increase to £150
Use of organ or piano Subject to prior agreement £50 / day increase to £60

Francis



<p>Concert front of house services £25 / event increase to £30 Use of Kitchen facilities £25 / day increase to £30</p> <p>These were agreed. They need to be fed back to PCC</p> <p>7.5 Communion assistants for common cup. Rachel is checking all current assistants. 9.30 service is already adequately resourced and has a rota. 8am, 6.30pm and Wed morning services will need one communion assistant each. These can be drawn from regular attendees. Nigel will do a rota Longer term – add new CAs to the list?</p>	<p>Nigel</p> <p>Nigel Rachel</p>
<p>8. Minutes of the previous meeting</p> <p>8.1 Previous meeting minutes agreed</p> <ul style="list-style-type: none"> Any redactions required before publication? No 	<p>Helen</p>
<p>9. Matters arising from previous meeting</p> <p>9.1 Ensure access to Lady Chapel fire extinguisher is not impeded Francis Done</p> <p>9.2 Church fees proposal for 2025 – An increase from £60 to £70 for heating is requested.</p> <p>9.3 Respond to PCC secretary. Nigel Done</p> <p>9.4 Provide funding for children’s and youth furniture. Pat Done</p> <p>9.5 Request contributions for pew bibles in the notices. Pam Done</p> <p>9.6 Consider options for a leaflet stand. Helen did circulate ideas but Pam said we could use the existing stands..</p> <p>9.7 Agree a date for starting communion for children. Rachel/Pam Probably won’t be a specific date; more a series of small meetings with individual families</p> <p>9.8 Meeting with St Peter’s PCC reps 27 October - send out invitations Nigel Done – good response</p> <p>9.9 If no response from Archdeacon of Bolton re Good Friday, write to Stephen Cherry from King’s College Cambridge Rachel has written, no response yet.</p> <p>9.10 Lady Chapel centenary – invite the Bishop of Oxford and ask when he might be available Rachel ??</p> <p>9.11 Replace water boiler like-for-like Nigel Still waiting for plumber</p> <p>9.12 Recording services – draw up an implementation plan Nigel Draft plan circulated to Rector and Caroline for initial comment Keep</p> <p>9.13 Check to see if some general expenses incurred can be reallocated to other budget items, eg maintenance Pat Ongoing</p> <p>9.14 Draw choir’s attention to the PGS giving scheme in October choir newsletter Pam done</p> <p>9.15 Invite a representative from the Welcomers to join the worship group. Jey. Done, but no response yet NB Next Worship meeting is 7 October</p> <p>9.16 Ask architect for ideas of how to replace Warren noticeboard and other signage (eg brown heritage sign) Nigel/Rachel Forgot to do so at the QI (August 29)Keep</p> <p>9.17 Welcome leaflet: check size and liaise with Caroline Eleanor ??</p> <p>9.18 Renovation of toilets Nigel, Francis Partially done. More work desirable. Keep</p> <p>9.19 Arrange meeting with DSAV about AV phase 2. Nigel No progress Keep</p> <p>9.20 Fire risk assessment Nigel Awaiting advice re CH Keep</p>	<p>Rachel</p> <p>Rachel Nigel</p> <p>Nigel</p> <p>Pat</p> <p>Jey Nigel/ Rachel</p> <p>Nigel/ Francis Nigel Nigel</p>
<p>10. Churchwardens’ reports (questions only)</p> <p>10.1 Reports from churchwardens From Francis:</p> <p>Caversham Bridge</p>	



Friends of St Peter's article in October's issue.

CIRDIC

Created posters for display board publicising church as a donation point. Arranged with Jacqui Kavanagh to liaise with John Short for Harvest Festival service donations to be taken to CIRDIC.

Finance Task Force Meeting

Caversham Court Management Committee meeting

With the absence of Pedro from RBC (illness) and Cllr Jan Gavin at meeting no news / timescale of entrance wall repair. Informed meeting about church owning strip of land fronting The Warren outside churchyard. Nigel and Caroline scanned documents to be sent to council. This is so that when the wall next to canoe club is also repaired, the church would need to be informed should building materials need to be stored on church land.

Churchyard

Have emailed Pedro to instruct Will the gardener to cut the grass between path and allotments/gardens boundary wall. Cllr Jan Gavin at a previous meeting was going to investigate repair of wooden hand-rail beside churchyard path to gardens steps.

From Jey:

1. Attended Leadership Safeguarding Learning Pathway - Part 1 training and scheduled Part 2 training on 1 Oct 24 (today) evening.
2. Prepared Sunday morning refreshments rota for the next quarter Q4 (Oct - Dec 24) and sent.
3. We now have a new member Vivien Vincent joined in the Sunday morning refreshments rota which is good. We now have 9 people in total for the Sunday morning refreshments rota.

10.2 Fabric report from Nigel:

FABRIC

- Quinquennial Inspection – still waiting for draft report
- Have asked architect about immediate concerns re vestry roof
- The latch/handle of the St Peter’s main door has fallen off; Michael Radcliffe is looking into how it might be re-fixed
- The kitchen water boiler – still waiting for plumber
- Have applied for a diocesan net zero grant to cover the replacement of strip lights with LED

OTHER

- There was fun and games with the vestry alarm 23/24 Sept: a high number of comms faults reported (16 emails); no actual issues
- Have sent out invites for the PCC/CLT liaison meeting – acceptances rec’d from all PCC members
- I won’t be available for our December meeting (4 Dec); will need another chair

11. Events

- Saturday 7 December – Christmas Market

All to take note

12. Church forum dates:



<ul style="list-style-type: none">• 13 October 2025• 2 February <ul style="list-style-type: none">• 8 June• 26 October	All to take note
13. CLT meeting dates (all Wednesday, 7.00pm): <ul style="list-style-type: none">• 6 November• 4 December 2025• 8 January• 5 February• 5 March• 2 April <ul style="list-style-type: none">• 7 May• 4 June• 9 July• 3 September• 1 October• 5 November• 3 December	All to take note
14. Next scheduled meeting: Wednesday 6 November, 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:	