

**MINUTES**  
**Leadership Team Meeting**  
**Wednesday 4<sup>th</sup> December 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:** Nigel, Catherine,

<p><b>Highlights to Report to the PCC</b></p> <ul style="list-style-type: none"> <li>The Baby and Toddler group will be starting in January, subject to everything being in place (see 4.1)</li> <li>The QI report is completed and will be acted upon</li> </ul>	
<p><b>Item</b></p>	<p><b>Action</b></p>
<p><b>1. Welcome &amp; apologies</b></p>	
<p><b>2. Dwelling in the word</b> Considering how we feel about “serving” in church led to a discussion about involvement and an idea to have a display of pictures of people serving in all the different ways.</p>	
<p><b>3. Standing items</b></p> <p>3.1 Declarations of interest - none</p> <p>3.2 Safeguarding issues – training ongoing.</p> <p>3.3 Pastoral care – ongoing, including Olive Branch and Bereavement Group.</p> <p>3.4 Spiritual growth – Pat recommended an Advent book. <i>Post meeting note - Following Rachel’s later request for a book or other media review to be included in the notice sheet on a regular basis, she offered to do one of this book</i></p> <p>3.5 Health &amp; Safety – Francis is meeting with Caversham Court Management Committee and will ask about making the path from the churchyard being made safer. He understood that the council has agreed to a 20mph limit on St. Peter’s Hill and a sign about people crossing. Francis will ask Christine Bradbury how to access all risk assessments and specifically the one for the Caversham Court Carols being in church.</p>	<p>Francis</p>
<p><b>4. Main notified business</b></p> <p>4.1 St Peter’s baby and toddler group</p> <ul style="list-style-type: none"> <li>- agreement in principle, subject to everything being in place.</li> <li>- safeguarding requirements – all volunteers need DBS at least. Pam will email volunteers.</li> <li>- H&amp;S – risk assessment – Pam will check present draft with Rachel and ensure risk assessment is complete. It was agreed a First Aider may not be required.</li> <li>- resources plan – there are already enough volunteers</li> <li>- insurance – more information is needed about insurance requirements.</li> <li>- CLT approval (final go-ahead), notify PCC</li> <li>- Funding, materials, toys etc. Charge – St. John’s ask for donation of £2</li> </ul> <p>Will be ready for January</p> <p>In conclusion the CLT agreed to progress, providing insurance, safeguarding requirements and risk assessment are all in place.</p>	<p>Pam</p> <p>Pam/ Rachel</p> <p>Pat</p>



<p>4.2 Youth Work - progress on values measurement</p> <p>For each of the 7 values agreed for our parish children and young people’s work, Anna and Ben have put forward a list of what we might ‘measure’ over time in order to identify if our young people, and in some cases the rest of the church are growing in that value. On first sight the CLT did not have any further items to add to the list of measures, but they were asked to consider further this list of values and their measures and to let Anna have any further thoughts. The CLT were circulated with two documents ‘Growing in our values’ and an example of two of the values (intergenerational and team) illustrated as a polygon diagram to show the potential measures for each value and asked to consider the milestones for each of these measures.</p> <p>4.3 2 February church forum - YP involvement?</p> <p>Discussion revolved about how to involve the children and young people in a forum, whether to ask them what they need, what we could do better, and how to do this, or simply ask them to share what they are doing. There is a danger of raising expectations if what they want can’t be done. It was agreed the first step needs to be to make the forum child friendly and to have it (at least sometimes) within the service when the CYP are involved. It will be some time in 2025, not February. Pam and Ben to discuss.</p> <p>- potential agenda items for February forum– to discuss at next meeting</p>	<p>All</p> <p>Pam/ Rachel/ Ben</p> <p>All/ Nigel</p>																				
<p><b>5. Clergy update</b></p> <p>5.1 Re-ordering - progress . The meeting in November was postponed as JBKS had not yet completed their work and progress will be reported at the next forum</p> <p>5.2 Designation of restricted funds The parish treasurer is concerned that we are working with a deficit budget when we have unrestricted funds available to us. If we want to use these funds for the reordering, then we should be making them restricted. Rachel raised that we are still at the point in the reordering where we haven’t enough information to decide how much money we need to restrict for the early stages. Rachel asked should we consider using some of the money to boost our preschool work in church so that potential grant funders can see that a reordered building would serve all the community. These are questions for another meeting.</p>																					
<p><b>6. Finance &amp; expenditure</b></p> <p>6.1 Regular report from Pat:</p> <ul style="list-style-type: none"> <li><b><u>Banks Accounts up to: 2<sup>nd</sup> December 2024</u></b></li> </ul> <table border="0"> <tr> <td>Community Account</td> <td>£9,687.99</td> </tr> <tr> <td>Appeal Account</td> <td>£13,488.68</td> </tr> <tr> <td>Savings Account</td> <td>£66,226.12</td> </tr> <tr> <td>Friends</td> <td>£6,543.64</td> </tr> <tr> <td><b>Income this month</b></td> <td><b>£8,619.74</b></td> </tr> <tr> <td><b>Expenses</b></td> <td><b>£12,166.92</b></td> </tr> </table> <p>Caversham Parochial £3,571</p> <table border="0"> <tr> <td>Altar Expenses</td> <td>£27.00</td> </tr> <tr> <td>General Expenses</td> <td>£2,526.86 (inc Water, BT and Water Heater repair)</td> </tr> <tr> <td>Insurance</td> <td>£418.56</td> </tr> <tr> <td>Heating &amp; Electrical</td> <td>£763.10</td> </tr> </table>	Community Account	£9,687.99	Appeal Account	£13,488.68	Savings Account	£66,226.12	Friends	£6,543.64	<b>Income this month</b>	<b>£8,619.74</b>	<b>Expenses</b>	<b>£12,166.92</b>	Altar Expenses	£27.00	General Expenses	£2,526.86 (inc Water, BT and Water Heater repair)	Insurance	£418.56	Heating & Electrical	£763.10	
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<p>Fabric &amp; Maintenance            £2,236.80 (JBKS QI)          Sunday Club                        £175.20          Music Director                    £2,349.00 (Oct, Nov, Dec)          Refreshments                    £99.40 (Coffee)</p> <p><b><u>Parish Giving Scheme - November</u></b>          PGS Donations Received       £4,037.51          Income Tax Recovered         £865.17  <b>Total Received                    £4,902.68</b></p> <ul style="list-style-type: none"> <li><b><u>Community Account Pledges</u></b>          S/O Pledges for Sept            £1,128.67          S/O Pledges for Oct             £1,138.67  <b>S/O Pledges for Nov             £1,168.67</b></li> <li><b>Open Plate for November    £760.51</b>          (inc GoodBox)</li> </ul> <p><b><u>Other Income for November</u></b>          Donations                            £269.96              E-mail Card Heating Donations    £469.51 (inc On-line payments)              Caversham Churches Together Refund   £387.00              Oxford Diocesan Grant                £469.42              Church House Grant                    £326.40</p> <ul style="list-style-type: none"> <li><b><u>The CBF Church of England Funds as of 2<sup>nd</sup> December 2024 - £402,705.10</u></b></li> </ul> <p>6.2    2025 stewardship campaign                - meeting 3pm 12 January 2025                - sub-committee members (Finance Task Force)</p>	<p>Pat Rachel</p>
<p><b>7. Other notified business</b></p> <p>7.1    Confirm welcomer cover for Christmas services          Still need cover for carol service on 22<sup>nd</sup> December. Jey to sort.</p> <p>7.2    Quinquennial Inspection                - how to move forward with items identified. Vestry roof needs urgent attention.          Other issues will be addressed</p> <p>7.3    Chairs in south aisle                - move to where/when/ disposal – put a notice in the newsletter as a start, to see if anyone wants them, then possibly freecycle or tip. They could be taken to the tip, a few at a time in people’s cars.</p> <p>7.4    Finalising minutes – at Rachel’s request it was agreed to give everyone 1 week to feed back before minutes are finalised and a summary published.</p>	<p>Jey Francis Rachel Helen</p>
<p><b>8. Minutes of the previous meeting</b></p> <p>8.1    Previous meeting minutes agreed          Minutes and summary - allow a week</p> <ul style="list-style-type: none"> <li>Any redactions required before publication? No</li> </ul>	



<p><b>9. Matters arising from previous meeting</b></p> <p>9.1 Contact JBKS for suggestions as to how to improve handrails on kitchen steps Francis Done</p> <p>9.2 Talk to the YP about how they could participate in a future church forum. Ongoing</p> <p>9.3 Thank John for putting info about YP work in the notices Nigel Done</p> <p>9.4 Move £60k to the Savings Account to be kept in reserve for vestry roof work, until we have a better idea of likely cost Pat Done</p> <p>9.6 Send PDF of FoSP leaflet to John to put on website Pat Done</p> <p>9.7 Talk to welcomers about having someone at the door at the end of the service Jey Ongoing</p> <p>9.8 Provide summary of PCC meetings to CLT Pat Done</p> <p>9.9 Add section at the top of CLT minutes for items for PCC attention Helen Done</p> <p>9.10 Agree welcomer requirements for services over Christmas Rachel/Jey Done</p> <p>9.11 Investigate options for lighting vestry path Nigel Ongoing</p> <p>9.12 Consider appointing more communion assistants Rachel to talk to Nigel about present rota and if we need more</p> <p>9.13 Good Friday: seek an external preacher Rachel Ongoing</p> <p>9.14 Check to see if some general expenses incurred can be reallocated to other budget items, eg maintenance Pat Ongoing</p> <p>9.15 Welcome leaflet: check size and liaise with Caroline Eleanor sent suggested changes to Anna. Ongoing.</p> <p>9.16 Arrange meeting with DSAV about AV phase 2 Nigel No progress Keep</p> <p>9.17 Fire risk assessment Nigel Awaiting advice re CH Keep</p>	<p>Ben</p> <p>Jey</p> <p>Nigel</p> <p>Rachel Rachel</p> <p>Pat</p> <p>Eleanor Nigel Nigel</p>
<p><b>10. Churchwardens' reports</b></p> <p>10.1 Reports from churchwardens</p> <p>From Francis:</p> <p><b>Toy Donations</b> Publicised the toy service donations for the Reading Family Christmas appeal and arranged collection of donations post this service.</p> <p><b>Financial Task Group Meeting</b> Used previous 2025 budget figures presented at an October meeting to discuss 2025 church expenditure.</p> <p><b>H&amp;S</b> Met architect Jeramy Bell and discussed new handrails between church and steps to kitchen. (matter arising)</p> <p>From Jey:</p> <p>1. Completed the Self Reflection and Action plan document as part of the Safeguarding Leadership training and sent it to the Safeguarding team.</p> <p>2. Received a few Bell ringing requests/amendments which I have added to the Parish Calendar.</p> <p>3. Sorted out the potential conflict / clash in St P calendar of events on Saturday, 21 Dec between Christmas flower arranging and organ concert and added them to the St P / Parish Calendar.</p>	



<p>4. I will be on holiday from 13 Dec 2024 to 7 Jan 2024 so I will be unavailable during this time.</p> <p>5. Arranged Sides people for all the festival services / events as requested in the last CLT meeting. Please see below schedule. Sandy Cosh is unsure whether she can make the 8AM service or not on Christmas Day so TBC by her and also no one else signed up for that service at the minute.</p> <p>10.2 Fabric report from Nigel:</p> <ul style="list-style-type: none"> <li>• Leaks in the vestry roof (the western end of the valley and other places) have been particularly bad during the recent heavy rain</li> <li>• I have instructed Jeremy Bell to get a structural surveyor to inspect the roof area with a view to proposing a solution</li> <li>• The invoice for the QI has been paid</li> <li>• PJC Electrical changed all strip lights to LED on 11 November, work 100% funded by a diocese grant</li> <li>• The Christmas trees were erected on Monday 2 December</li> <li>• Attended finance task force meeting</li> </ul>	
<p><b>11. Matters to report to PCC</b></p> <p>Toddler and Baby group QI report is completed and will be acted upon</p>	
<p><b>12. Events</b></p>	
<ul style="list-style-type: none"> <li>• Saturday 7 December – Christmas Market</li> <li>• Monday 16 December – Carols in Caversham Court</li> </ul>	<p><b>All to take note</b></p>
<p><b>13. Church forum dates:</b></p> <ul style="list-style-type: none"> <li>• 2 February 2025</li> <li>• 8 June</li> <li>• 26 October</li> </ul>	<p><b>All to take note</b></p>
<p><b>14. CLT meeting dates (all Wednesday, 7.00pm):</b></p> <p><b>2025</b></p> <ul style="list-style-type: none"> <li>• 8 January</li> <li>• 5 February</li> <li>• 12 March</li> <li>• 9 April</li> <li>• 7 May</li> <li>• 4 June</li> <li>• 9 July</li> <li>• 3 September</li> <li>• 1 October</li> <li>• 5 November</li> <li>• 3 December</li> </ul>	<p><b>All to take note</b></p>
<p><b>15. Next scheduled meeting: Wednesday 8 January, 7.00pm</b></p> <ul style="list-style-type: none"> <li>• Hybrid meeting (in person in the Rectory, and on Zoom)</li> </ul>	<p><b>All to take note</b></p>
<p><b>16. Close &amp; the Grace</b></p>	<p>All</p>
<p><b>Chair:</b></p> <p><b>Secretary:</b></p> <p><b>Date:</b></p>	