

MINUTES
Leadership Team Meeting
Wednesday 7th May 2025 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: Mike, Catherine, Eleanor, Jey

Item	Action
<p>Highlights to report to the PCC</p> <ul style="list-style-type: none"> Progress on re-ordering and funding priorities. See items 4.1, 4.2 	
<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 – safeguarding work has increased over the years. Looking at how we can best manage this, including use of Church Suite. Each church will be reviewing this.</p> <p>3.3 Pastoral care – there is a lot going on.</p> <p>3.4 Spiritual growth – not discussed</p> <p>3.5 Health & Safety – Francis had completed an accident report for a tripping incident over a grave at Dawn Service. This hazard could be alleviated next year by a few strategically placed cones.</p> <p>Paediatric First Aid course – Pam and others doing this.</p> <p>Defibrillator – the nearest on corner of Albert Road. Francis will put a label on the First Aid box in the kitchen with the postcode and What 3 Words.</p>	<p>Nigel/ Francis</p> <p>Francis</p>
<p>4. Main notified business</p> <p>4.1 Re-ordering report - Progress on build options and indicative quotes</p> <p>At a meeting today of the Re-ordering Group Richard went through the documents in order to pick an option and therefore steer decisions re. fund raising. The options are the 3 original stages but now include car parking. Richard has had all the options costed. The re-ordering group recommend the full option, then look at funding and decide if it needs paring back.</p> <p>Options:</p> <ul style="list-style-type: none"> Car parking – 1 disabled and 8 additional spaces. 2 sycamores need moving. <p>Cost - £65,000</p> <ul style="list-style-type: none"> Phase 1 Option 1 (includes parking) £247,000 Phase 1 Option 2 (includes parking and option 1 and gallery) £445,000 Option 3 – full works including heating and lighting £1,350,000 <p><i>See attached documents for full details of options and fund raisers</i></p> <p>Discussion: We could do it in phases or could do the whole lot. The recommendation of the reordering group is to go for whole lot and only pare back if we can't raise the funds.</p>	



- Progress on review of fundraisers/ grant consultants

The Group unanimously concluded to recommend Apostle for various reasons. They have helped fund raise for 28 churches. They seemed more flexible and have an ability to add in extra days. The feasibility study taking 5 days will argue in detail why we need fund raising, which can then be used to apply for grants.

The CLT agreed to recommend the full option and using Apostle. Seed funding will be needed. It also needs to get approval from the DAC.

If it is approved by the PCC then it will need extra people on reordering and/or CLT to help scrutinise proceedings.

4.2 Spending priorities
- Current status

Rachel considers we need to put as much as possible to seed fund the reordering, so most of the £450,000 available. We could reserve £50,000 for vestry and ask PCC for remainder?

The builder has not yet visited to give an estimate for the vestry, which is a spending priority. The builder needs to meet Nigel on site – Helen to help try to contact him by phone.

Richard to be asked to ask Apostle how soon they need to know about the seed funds. Someone from St. Peter's who is on the PCC to present.

Helen
Rachel?
Pat?

5. Clergy update

5.1 Work with baptism families - deferred

5.2 Arrangements for St Peter's Day (29 June)
- parish-wide service & lunch

Rachel's thoughts – how do we get other churches to come? We could change time of service to 10.30 so people go straight to the lunch. Also how do we get people from the different churches to mix more? Children's area, tables closer together, invite people from other services to take part? Someone to coordinate? Do we include Children and Young People in the service or have separate activities? It is the second Sunday of sermon series which is about inter-generational church. What will attract families from other churches to come to the service?

Agreed to have the service at 10.30am

Pam and Rachel to meet to discuss the service.

We all need to spread the word.

Nigel will coordinate setting up gazebos. *Post meeting note – Nigel is unable to do this.*

It will be bringing own lunch and Pat will organise puddings and some drinks.

Pam,
Rachel
All
??
Pat

5.3 Next Worship Group meeting
- Arrange a date

???

5.4 Women's Thursday meetings - deferred

6. Finance & expenditure

6.1 Regular report from Pat

• **Banks Accounts up to: 30TH April 2025**

Community Account	£16,738.69
Appeal Account	£6,779.36
Savings Account	£63,360.36
Friends	£6,617.44



Income this month **£10,998.69**
Expenses **£10,679.47**

Caversham Parochial £4905.42
General Expenses £93.88 (inc Water, BT)
Insurance £430.59
Heating & Electrical £1088.54
Music Director £987.33
Fabric & Maintenance £3120.00
Cleaning Expenses £53.71

Parish Giving Scheme - April

PGS Donations Received £4268.56
Income Tax Recovered £921.60
Total Received **£5190.16**

• **Community Account Pledges**

S/O Pledges for Feb £1,326.67
S/O Pledges for March £1,036.67
S/O Pledges for April **£1,196.67**

• **Open Plate for April** **£1111.89**

(inc GoodBox)

Other Income for April

Red Cross Charity £265.22 (£483 deposited in May)
Donation £134.75

• **The CBF Church of England Funds as of 2nd April 2025 - £379,826.58 (Down again)**

7. Other notified business

7.1 Next forum agenda (8 June) to include
- Update on re-ordering
- Update on the vestry roof
- Stewardship
- Choose a hymn

7.2 WhatsApp protocol
Pam requested we not send messages on the CLT group after 9pm.

7.3 Election of church officers
- 2 x wardens, 1 x Deanery Synod (for Parish), 2 x PCC members
Both wardens standing again.

7.4 Welcome leaflet - deferred

7.5 CTC first aid course – 7 June

All



<p>8. Minutes of the previous meeting</p> <p>8.1 Previous meeting minutes</p> <ul style="list-style-type: none"> Any redactions required before publication? No 	
<p>9. Matters arising from previous meeting</p> <p>9.1 Safeguarding issue – Rachel will inform the team if appropriate. Not required Close</p> <p>9.2 Send out documents about fundraisers for information Gill Done Close</p> <p>9.3 Get ballpark quote for the vestry roof before making a decision and to get quotes for other projects Nigel Vestry – still waiting</p> <p>9.4 AV phase 2 – still waiting Keep</p> <p>9.5 Contact insurers about the vestry roof Pat ??</p> <p>9.6 Look into Choose a Hymn Pam Done</p> <p>9.7 Gift for David Jenkins, who is taking the Good Friday service Pat Done</p> <p>9.8 Organise 18th May Evensong Pam Done Close</p> <p>9.9 Sort out anomaly in accounts for the next CLT meeting Pat. Done</p> <p>9.10 Put FoSP banner at the back of church Pat ??</p> <p>9.11 Investigate approximate costs per hour of heating Pat ??</p> <p>9.12 Talk to Charlie about lighting and heating Gill and Nigel Done Close</p> <p>9.13 Organise church “spring” clean for 7th June Helen Ongoing</p> <p>9.14 Put another piano in the Lady Chapel Pam Done Close</p> <p>9.15 Mark piano with SmartWater Nigel Done Close</p> <p>9.16 Health & Safety – address missing lights. Nigel. All missing lights now working. Close</p> <p>9.17 Recording of services agreement form Nigel Form now passed on to Karen for use as necessary Close</p> <p>9.18 Set up Pat with calendar access to both Nigel Done Close</p> <p>9.19 Arrange disposal of chairs in south aisle. Francis. Congregation asked to take them to tip. Charlie has found a home for them and removed them on Tuesday</p> <p>9.20 Investigate options for lighting vestry path Nigel Ongoing Keep</p> <p>9.21 Arrange meeting with DSAV about AV phase 2. Nigel No progress Keep</p> <p>9.22 Fire risk assessment Nigel Awaiting advice re Church House Keep</p>	<p>Nigel</p> <p>Pat</p> <p>Pat</p> <p>Pat</p> <p>Pat</p> <p>Pat</p> <p>Pat</p> <p>Pat</p> <p>Helen</p> <p>Nigel</p> <p>Nigel</p> <p>Nigel</p>
<p>10. Churchwardens’ reports</p> <p>10.1 Reports from churchwardens</p> <p>From Jey:</p> <ol style="list-style-type: none"> Welcomers - Kathleen Hardy would like to step down from the Sides duty with immediate effect as she is finding it difficult. We have found a replacement and the new Welcomer is Barbara Pearson. She is happy to do the second Sunday of the month (which Kathleen used to do). I have now added her into the Welcomers’ rota. No further disruptions reported in Zoom Streaming during Sunday morning as and when required Prepared Sunday morning coffee rota for the Q2 (Apr - June 2025) Added a few bell ringing requests to the Parish / St P Calendar <p>From Francis:</p> <p>Rectory Front Garden Weeding session</p> <p>Lady Chapel centenary</p>	



<p>Visited Berkshire Record Office and found two images of church interior prior to construction of the chapel. Attended Friends of St Peters meeting relating to centenary celebration event on May 18th. Purchased length of cloth and asked Pat Jones to sew seams for it. Cloth purchased to "disguise" 2nd piano when not in use now in chapel.</p> <p>Fete Email council officer overseeing Caversham Court wall repairs (starting June or July) alerting her about the fete and the need for access via the main gate to set up.</p> <p>Easter Dawn service set up</p> <p>Churchyard Erected bat and bird boxes in trees on the north side of main path. Starting removing ivy which has come back to climb up tree trunks. By chance met up with Will, Caversham Court gardener, and new contractors who will maintain the southern section and either side of east/west ends of church. Result - whilst mowing has been done, areas of flowering plants left.</p> <p>10.2 Fabric report from Nigel: FABRIC</p> <ul style="list-style-type: none"> - All lights in church are now working - Accepted quote from Wallbridge to do the annual lightning protection check - Have now been put in touch with a builder who I hope will provide a ballpark estimate for the vestry roof work - Will also ask the builder to look at the other building work identified in the QI - Still waiting to hear from DSAV for a ballpark estimate <p>OTHER</p> <ul style="list-style-type: none"> - I have updated the church property register and inventory; the wardens have signed it and will present to PCC at the next meeting - I have sent the recording agreement to Karen for use as and when needed 	
<p>11. Matters to report to PCC Re-ordering Funding priorities discussion</p>	All
<p>12. Events</p>	
<ul style="list-style-type: none"> • Sunday 18 May – Lady Chapel centenary event • Sunday 25 May – plant stall • Saturday 7 June – church spring clean • Saturday 12 July – Church Fete 	All to take note
<p>13. Church forum dates:</p> <ul style="list-style-type: none"> • 8 June • 26 October 	All to take note
<p>14. CLT meeting dates (all Wednesday, 7.00pm):</p> <ul style="list-style-type: none"> • 11 June • 9 July • 3 September • 1 October • 5 November • 3 December 	All to take note
<p>15. Next scheduled meeting: Wednesday 11 June, 7.00pm</p> <ul style="list-style-type: none"> • Hybrid meeting (in person in the Rectory, and on Zoom) 	All to take note
<p>16. Close & the Grace</p>	All



ST PETER
CAVERSHAM

Chair:

Secretary:

Date: