

**MINUTES**  
**Leadership Team Meeting**  
**Wednesday 9<sup>th</sup> July 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)

**Also present:** Simon Porter (Parish Treasurer) for item 4.1

**Apologies received:** Mike, Pam, Catherine

Item	Action
<b>Highlights for PCC</b> <ul style="list-style-type: none"> <li>Discussion about allocation of funds (4.1)</li> <li>Query about financial governance rules (6.2)</li> </ul>	
<b>1. Welcome &amp; apologies</b>	
<b>2. Dwelling in the word</b>	
<b>3. Standing items</b> <p>3.1 Declarations of interest - none</p> <p>3.2 Safeguarding issues – safeguarding management has increased, which means more people will be needed to be involved.</p> <p>3.3 Pastoral care – nothing specific.</p> <p>3.4 Spiritual growth – the 2 house groups continue.</p> <p>3.5 Health &amp; Safety – Francis has a label for the defibrillator box.</p> <p>The church will be open during the fete for people to cool down, on an informal basis. Rachel was concerned that someone might go to the church because they felt unwell and might be alone in the church and become more ill. Rachel will talk to the fete organisers. A parishioner has offered to help cleaning but not when the cleaning team is in church. Helen will inform him about the guidance for lone working.</p>	<p>Rachel</p> <p>Helen</p>
<b>4. Main notified business</b> <p>4.1 Spending priorities</p> <p>- Allocation of funds across major building works</p> <p>Pat and Simon have been looking at this. We have £470,000 of unallocated reserves (from the Eggleton legacy) Simon advised we should have a general reserve as well as using this for known works (the vestry), say £100,000, for unexpected expenditure. We will allocate the total amount for the vestry and other works, £170,000. We can then designate the remaining amount to re-ordering, £200,000. This should help with raising further funds Simon clarified that a restricted fund means it cannot be used for anything else. The re-ordering team needs to be stronger, it needs a “champion”. A parishioner has offered to pay for one of the projects, the west window. As an example of he another church paid for its building project, the Greyfriars congregation members gave gifts, loans and monthly giving over and above normal giving, in varying amounts. Doing phase 1 and 2 first would be more achievable. Apostle needs to be consulted about how feasible starting with £200,000 would be. The re-ordering group meets on Monday. Rachel will meet Simon to talk things through before the meeting.</p>	<p>Rachel</p>



## 5. Finance & expenditure

Pat

### 5.1 Regular report from Pat

- **Banks Accounts up to: 3<sup>rd</sup> July 2025**

Community Account	£21,252.29
Appeal Account	£6,802.29
Savings Account	£63,581.85
Friends	£7,551.27

<b>Income this month</b>	<b>£9,142.83</b>
<b>Expenses</b>	<b>£7,633.83</b>

Heating & Lighting	£948.50
General Expenses	£416.88 (inc. Water, BT)
Flowers	£24.98
Refreshments	£99.88
Music Director	£807.58
Insurance	£430.59
Caversham Parochial	£4905.42

### **Parish Giving Scheme - June**

PGS Donations Received	£4178.12
Income Tax Recovered	£898.99
<b>Total Received</b>	<b>£5077.11</b>

- **Community Account Pledges**

S/O Pledges for April	£1,196.67
S/O Pledges for May	£1,126.67
<b>S/O Pledges for June</b>	<b>£1,036.67</b>

- **Open Plate for June £556.17**

(inc GoodBox)

### **Other Income for June**

HMRC	£1804.23
------	----------

- **The CBF Church of England Funds as of 4<sup>th</sup> June 2025 - £391,011.06**

**NOTE:** St Peters Day – Ben Kinsella Charity collected £463.90

All 6mth accounts requested by Simon Porter has been delivered

Met with Simon to discuss the distribution of funds.

Completed Energy Footprint Report for Oxford Diocese.

The ceiling for Gift Aid has been reached through the Good Box and open plate. This could be avoided if more people gave through PGS.

### 5.2 CTM financial governance rules

Rules about having 3 quotations are set by PCC. Bearing in mind the difficulty in getting quotes, Pat will ask at PCC about the reasonableness of getting 3 quotations. Nigel to write a note about this.

Post meeting note: *The rules are not as rigid as we supposed. If we wish to divert from them, we need to justify this with the PCC, who may well be sympathetic.*

Pat  
Nigel



<p><b>6. Clergy update</b></p> <p>6.1 Next Worship Group meeting - Tuesday 22 July 7pm - Items for the agenda – Rachel to draw up an agenda. Nigel will draft service lists for the next 6 months. Jey will look into inviting a Welcomer to the meeting.</p> <p>6.2 Services in August – the choir are on holiday and Pam will also be taking a break. On 17<sup>th</sup> August Mike and Rachel away and Catherine is not available. It was agreed 3<sup>rd</sup> August could be HC with Rachel, and 17<sup>th</sup> could be Service of Word. Rachel will ask the previous SoW team. We might have to have recorded music for hymns one Sunday.</p> <p>6.3 Encourage attendance at other services (other than 9.30am) We have an excellent choir for evening services. Why don't people come? To be discussed at Worship Group.</p> <p>6.4 Afternoon tea for children's leaders and toddler group helpers - Sunday 27 July, Rectory 3pm</p> <p>6.5 Encourage relationship with bellringers Jenny, bellringers, wants to have Duke of Edinburgh students. Ongoing</p>	<p>Rachel Nigel Jey</p> <p>Rachel</p>
<p><b>7. Other notified business</b></p> <p>7.1 Review St Peter's Day all parish service and lunch Plenty of helpers turned up. Change of timing (10.30) worked well. The service was good. Yvonne Morris, Children and Youth Officer for this part of diocese, spoke. The lunch was enjoyed by all.</p> <p>7.2 Review Church hire charges Queen Anne school have asked to have their carol service in St. Peter's this year (they usually go to Dorchester Abbey or Westminster Abbey). They want the church all day. The cost is currently £125 for the day and Rachel thinks this is too little. Heating costs need to be calculated before a cost can be suggested. Nigel and Pat to put proposal together to be put before the PCC in September.</p> <p>7.3 Welcome leaflet Eleanor presented a new which was agreed with small adjustments.</p> <p>7.4 Sunday evening readers Having a reading rota for the Sunday evening services is working well. Rachel to ensure readers know which reading in good time</p> <p>7.5 New banisters for kitchen steps? Is it impractical to do this before re-ordering? Helen suggested wooden steps, with a safer banister, could be put over the present steps. Eleanor knows a carpenter who could have a look. She will pass the details to Helen and Rachel, and they will meet him in church.</p>	<p>Nigel Pat</p> <p>Eleanor</p> <p>Rachel</p> <p>Eleanor Rachel Helen</p>
<p><b>8. Minutes of the previous meeting</b></p> <p>8.1 Previous meeting minutes were agreed by email.</p> <ul style="list-style-type: none"><li>Any redactions required before publication? None</li></ul>	



## 9. Matters arising from previous meeting

- 9.1 H&S – alleviate tripping hazard at Sunrise Service Nigel/Francis Specific kerb stones risk added to the draft risk assessment for next year's event. Mitigation is to mark the kerb stones with cones.
- 9.2 Defibrillator 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. Francis Done
- 9.3 Contact builder to arrange a meeting Helen Done – meeting organised
- 9.4 Get an idea from Apostle of when they need to know about seed fund Rachel/Pat *Other item*
- 9.5 Plan 10.30am St Peter's Day service (29 June) Rachel & Pam Done
- 9.6 Coordinate set-up of gazebos etc for St Peter's Day. Nigel => Francis Nigel & Francis to meet 11 June. Done
- 9.7 Arrange puddings and drinks for St Peter's Day Pat Done
- 9.8 Arrange a date for next Worship Group meeting Rachel Done – 22 July
- 9.9 Get ballpark quote for the vestry roof before making a decision and to get quotes for other projects Nigel Estimates for all proposed work (except AV ph2) now received and circulated Close
- 9.10 Quote for AV phase 2 Nigel Still waiting Keep
- 9.11 Contact insurers about the vestry roof. Pat. Done – not eligible since the damage is not a consequence of a specific event, eg weather.
- 9.12 Put FoSP banner at the back of church Pat Done
- 9.13 Investigate approximate costs per hour of heating Pat Done – Nigel doing more work on this Keep
- 9.14 Organise church "spring" clean for 7th June Helen Done
- 9.15 Investigate options for lighting vestry path Nigel More satisfactory cable root identified. Quote received. See 9.3/ 9.9 above.
- 9.16 Arrange meeting with DSAV about AV phase 2 Nigel No progress Keep
- 9.17 Fire risk assessment Nigel Awaiting advice re CH Keep

Nigel

Nigel

Nigel

## 10. Churchwardens' reports

### 10.1 Reports from churchwardens

From Jey:

1. Helping in setting up and clearing away for the St P day rectory lunch
2. Attended visitation service at Greyfriars church
3. Prepared Sunday refreshments rota for the next 3 months and sent. I will print a copy and keep it in the Church folder.
4. Helping out on Sunday morning Zoom as and when required.

From Francis:

### **Archdeaconry Visitation**

Attended churchwardens' service at Greyfriars

### **Caversham Court Management Committee**

Attended meeting. Main issue is the delay to start work on the east wall (Rectory boundary) which should have been started June/July. Council tender response for repair work to include wall and repair of the vaulted area beneath adjacent path too expensive. Plan B retainer for wall repair only. Churchyard issues. (a) no progress to repair wooded rail beside path to steps into gardens (b) new council officer with responsibility of gardens/churchyard. I will discuss maintenance i.e. mowing regime timing etc. with him.



### **Ecclesiastical Insurance**

Telephone interview relating to the church building. Insurer is still clearing backlog from lockdown, so this was a telephone conversation rather than a church visit. (see report separate agenda item)

### **St Peters' Day celebration**

Arranged for volunteers to assist in setting up gazebos, tables and chairs for the afternoon rectory garden lunch. Also of course dismantling gazebos and returning furniture to church.

### **10.2 Fabric Report from Nigel**

#### **FABRIC**

- Lightning conductor test was carried out – passed, no problems
- Estimates received from JG Restorations for all building work
- Revised estimate received from PJC Electrical for vestry path security lighting
- Still waiting to hear from DSAV for a ballpark estimate
- Took part in annual church clean 7 June

#### **OTHER**

- I have manned the AV desk for streaming and/or AV for 2 weddings
- By Wednesday I will have done the same for a funeral
- Have agreed with John Cooke that he and I will share occasional offices AV duties, and informed Karen
- The streaming recording agreement has been used 'in the wild' for the first time – Catherine shared it with the family for the 9 June funeral service; it came back by email to Catherine completed correctly and signed; I'm thinking now that I should have included the parish admin email address at the bottom as the return address...
- Attended finance meeting
- I shall be on holiday 24 June – 8 July, and am in the process of arranging cover for various duties

### **11. Matters to report to PCC**

- Discussion about allocation of funds
- Query about financial governance

### **12. Events**

- Saturday 12 July – Church Fete

**All to take note**

### **13. Church forum dates:**

- 26 October

**All to take note**

### **14. CLT meeting dates (all Wednesday, 7.00pm):**

- 3 September
- 5 November
- 1 October
- 3 December

**All to take note**

### **15. Next scheduled meeting: Wednesday 3 September, 7.00pm**

- Hybrid meeting (in person in the Rectory, and on Zoom)

**All to take note**

### **16. Close & the Grace**

All



**ST PETER**  
CAVERSHAM

**Chair:**

**Secretary:**

**Date:**