

MINUTES Leadership Team Meeting Wednesday 3rd September 2025 at 6.30pm, 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 (coopted 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 (after item 2), Eleanor due to technical problems.

Item	Action
1. Welcome & apologies	
Highlights for the PPC	
Roofing issues (item 2)	
Suggested stewardship dates (item 7.4)	
2. Main notified business	
The south aisle roof (for more detail please see separate briefing document from Richard) - Current situation	
Following the closure of the path on July 24 th after a tile was reported to have fallen on to the path, a visual inspection was made, indicating that other tiles were likely to fall. Heras fencing has now been installed and warning signs attached, also advising of the unsafe nature of the "temporary path" that people are using. Richard agreed to lead the project to erect snow boards and ultimately the much bigger project to replace the existing roof.	
 Fencing – an interim faculty has been obtained. Snow guards – Michael Bartoletti (of JG Restorations) has proposed a snow guard design by SAMAC that the DAC has approved. Nigel can now complete the on-line faculty application, once we have PCC approval. Francis to obtain PCC approval on Sep 10th. We will wait for the faculty before installing the guards. The fencing can then be pulled back towards the church wall to partially re-open the path. Tiles are also falling from south wall of sanctuary, so the CLT agreed to include this area and the roof to the west of the porch in the faculty application (even if we don't immediately install snow guards there) 	Richard Nigel Francis
 Risk assessment – If we want to pull the fencing back towards the church wall or remove it altogether, we will need a Risk Assessment. Jeremy has advised this should be done after the snow guards are fitted. He advises tiles are not likely to bounce, rather drop into the guard. Roof survey – being done on 17th September. Rachel and Francis will attend with Jeremy. The PCC needs to be asked to waive the 3 quotes rule for this as it is urgent. The purpose of the survey is to assess the extent of the problem and for Jeremy to be able to prepare a scope of work against which we can invite contractors to tender. We agreed that we would include the vestry repairs in the roof project, as roof repairs are more likely to obtain grants. 	Rachel Francis

Richard had outlined further considerations such as solar panels, whether trees should be removed, upgrading the path, but Mike said the priority is to get snow guards and then look at other issues. If the whole roof needs re-tiling we can address other roof issues, for example, Jeremy noticed there is no felting.



Funding opportunities

It was suggested we could have a specific appeal for funds for the roof. Also Apostle will be making suggestions.

Richard was thanked profusely for his work on this issue.

2.2 Re-ordering

- Mothballing the project

The re-ordering group will discuss the future of the project at a future meeting. A decision can be made once the situation with the roof is known.

3. Dwelling in the word

4. Standing items

- 4.1 Declarations of interest none
- 4.2 Safeguarding issues nothing new. Rachel reported they are looking at a new safeguarding structure across the parish, as it is too much for one person. There will be one person in charge overall and one in each church. The CLT will comment before the proposal goes to the PCC. This model has been used in other parishes.
- 4.3 Pastoral care continues, including the Olive Branch. There has been a data breach with the company that deals with DBS checks, compromising the personal data of some church members. Rachel has invited them to meet with her if they wish.
- 4.4 Spiritual growth Housegroups restarting. Romania group will give a presentation later this month.
- 4.5 Health & Safety the fire exit in the Lady Chapel is blocked by the fencing. The vestry door can be used as an alternative, so the doors should be unlocked when people meet in church eg choir. The sign on the LC door to be removed. It was noted that the temporary path is now very slippery it needs another surface. Francis to contact Bartoletti for advice on what to use.

All Francis

5. Clergy update

Rachel was busy with roof in early August, then was on holiday so there was little to report. Catherine reported it was quiet while she held the fort. (Apart from roof issues)

5.1 Encourage attendance at other services (other than 9.30am) To be discussed at the Forum.

6. Finance & expenditure

Pat

6.1 Regular report from Pat:

Banks Accounts up to: 1st September 2025

 Community Account
 £19,620.69

 Appeal Account
 £6,802.29

 Savings Account
 £63,581.85

 Friends
 £7,976.67

Income this month £7,078.92 Expenses £9,011.01

Heating & Lighting £211.83

General Expenses £67.19 (inc Water, BT)



Cleaning	£25.20
Altar	£110.49
Music Director	£807.58
Insurance	£430.59
Caversham Parochial	£7358.13

Parish Giving Scheme - August

PGS Donations Received £4264.49 Income Tax Recovered £901.73 **Total Received** £5090.78

Community Account Pledges

S/O Pledges for June £1,036.67 S/O Pledges for July £1,196.67 S/O Pledges for August £1,326.67

• Open Plate for August £601.48

(inc GoodBox)

• Donations £59.99

• The CBF Church of England Funds as of 4th June 2025 - £381,319.20

Nigel asked if funds for reordering will get in the way of getting other grants. Apostle will address this.

7. Other notified business

7.1 Harvest Festival service 28 September

The person doing the charity collection Launchpad needs to be contacted – Pat is doing this. There is also a baptism and HC with prayers relevant to harvest. We will also bring gifts for CIRDIC as usual. Helen to liaise with John Short to find out what CIRDIC want and will also provide a notice for the newsletter.

Request a hymn – starting in September. Young people also being asked in separate groups, to choose a favourite bible story, running it themselves. Adults to be asked to share. Also older group to feed back.

7.2 Forum 26 October

Sunday evening service attendance

Roof

Stewardship

Young people to be encouraged to stay to find out what a forum is Have screen with PowerPoint

7.3 Set up 2026 CLT and forum dates

Forum dates will be agreed later to accommodate the young people. Pam to consider this. Helen to fix CLT dates.

7.4 Anything else

- Simon's talk about stewardship on one of Sundays during12th 26th October Stewardship campaign, prob 12th. Finance group need to meet to discuss it on Tuesday 16th September
- Pam the Friday toddler sessions in church went well, with people new to church

Pat

Helen

Pam Helen



		CAVERSHA
•	attending. Newsletter. Helen has offered to send it out. It needs to be clear that anything for newsletter goes to Caroline. Nigel to send Helen instructions.	Helen Nigel
8. M ir	nutes of the previous meeting	
8.1	Previous meeting minutes agreed. Any redactions required before publication. No. Helen to publish them.	Helen
9. Ma	tters arising from previous meeting	
9.1	Talk to the fete organisers re use of church during fete Close Rachel The fete happened	
9.2 workir	Advise parishioner who has offered help with cleaning about the guidance for lone Helen Done	
9.3	Meet Simon to talk about re-ordering funding before the re-ordering meeting Rachel. Superceded by events re south aisle roof Close	
	Write a note for PCC about the need for multiple quotes for the vestry roof. Pat / Nigel Done, but PCC responded that we still need to seek further quotes. Have asked two builders; one (Andy Stone) is still working on their quote, the other (Owlsworth) has ed to quote. This will now be included in the wider roof project. Close	
9.5	Worship group agenda. Rachel. Done Close	
9.6 publis	Draft Aug-Oct and Nov-Jan service lists Nigel Done – these lists have now been hed Close	
	Find a welcomer to attend the Worship group meeting Jey Done – Sue leen attended Close	
9.8 Kavar	Organise SoW for 17 August Rachel Done – the service went ahead led by Jacquie	
9.9	Put together hire charges proposal for September PCC meeting Nigel / Pat Outstanding. Will be discussed at the meeting on 16 th September	Nigel/ Pat
9.10 contac	A few adjustments to the welcome leaflet before printing Eleanor Rachel to ct Eleanor	Rachel/ Eleanor
9.11	Ensure Sunday evening readings are communicated in advance of services Rachel Ongoing	Rachel
9.12 carpe	Consult Eleanor's carpenter re kitchen steps Eleanor / Helen. Helen has met the nter at church. He was helpful but had no obvious answers. Further work to be done? Keep. Nigel will ask Jeremy for advice when he visits.	Nigel
9.13	Quote for AV phase 2 Nigel Still waiting Keep	Nigel
	Investigate approximate costs per hour of heating Pat Done – Nigel doing more on this. The electricity supplier will changing from 30 th September when the present ed tariff ends. Parish Buying are advising Pat.	Nigel Pat
9.15	Arrange meeting with DSAV about AV phase 2 Nigel No progress Keep	Nigel
9.16	Fire risk assessment Nigel Awaiting advice re CH Keep	Nigel
10. CI	hurchwardens' reports	
tables 2. Hel 3. Bar	Reports from churchwardens Jey: ping for the setting up / taking down of stalls during the Parish Fete. Helping to move and chairs, traffic cones back in the church. ping Rachel in cordoning off the footpath with tape toletti, Rachel and myself inspected the south aisle roof on 29 July and other accessible on the chancel roof and a visual inspection from the graveyard	Jey / Francis All



4. Attended emergency CLT meeting to discuss the situation with the south aisle roof	AVERSHAIV
From Francis:	
Cirdic	
Took donations left at church to the centre. Parish Fate	
Assisted in setting and taking down of stalls, acted as a relief stall holder to enable stall	
holder to have a break.	
Worship Group Meeting Romania Mission Trip	
Church Roof	
At churchyard when Heras fencing put up and attached warning notices to it. Also highlighted with tape the Heras base blocks to reduce risk of pedestrians tripping upon them when	
walking through the churchyard. Prepared with the assistance of Richard Larkin report about the situation for discussion at the	
September PCC meeting.	
10.2 Fabric report from Nigel: Not yet received.	
11. Matters to report to PCC	
Roof	
Stewardship dates	
12. Events	
Sunday 26 October – Church forum	All to take note
13. Church forum dates:	
26 October	All to take note
14. CLT meeting dates (all Wednesday, 7.00pm):	The state of the s
1 October 3 December	All to
5 November	take
	note
15. Next scheduled meeting: Wednesday 1 October, 7.00pm	All to
Hybrid meeting (in person in the Rectory, and on Zoom)	take note
16. Close & the Grace	All
Chair:	
Secretary:	
Date	