

**MINUTES**  
**Leadership Team Meeting**  
**Wednesday 5<sup>th</sup> November 2025 at 7pm, 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, Pam, Catherine,

Item	Action
<b>1. Welcome &amp; apologies</b>	
<b>Highlights for the PCC</b> Nigel's resignation from the CLT and subsequent arrangements.	
<b>2. Dwelling in the word</b>	
<b>3. Standing items</b>  3.1 Declarations of interest - none 3.2 Safeguarding issues – there has been an issue, but it has been dealt with satisfactorily. 3.3 Pastoral care – Francis expressed thanks for the support derived from the Remembering a Loved One service. There are several people with issues that need care. 3.4 Spiritual growth – Gill's Housegroup has been looking at the Nicene Creed. There is nothing specific for Advent this year. 3.5 Health & Safety – snow guards should be installed and the fences moved back soon. - Votive candles – Francis has had guidelines from the insurers. It was agreed to devise a notice asking people to blow the candles out when they leave.	Rachel
<b>4. Main notified business</b>  4.1 The south aisle roof - Current situation Jeremy is coming next Wednesday to meet with Rachel, Francis, Richard and Michael Bartoletti. Snow guards should come soon but the main project will be some time later. - Fundraising – FoSP (Pat) A meeting was held on October 22 <sup>nd</sup> , 2025, to discuss an appeal for the roof, Francis Serjeant, Pat McGregor, Nigel Smith, Rachel Ross attended. There are points that need to be agreed at this CLT meeting (Rachel may have this already covered on the agenda). <ul style="list-style-type: none"> <li>• Involvement of Friends of St Peters (FoSP) in fundraising for Roof.</li> <li>• CLT need to agree the team to fundraise the roof which will include FoSP members who are Pat Macgregor, Caroline Smith, Francis Serjeant, Babs Pearson, Sian Bernez, Ken Etherington, Rachel Ross-Smith</li> <li>• Viv Vincent would like to join this group</li> <li>• This team would report to CLT through its members on CLT</li> <li>• CLT to request that any fundraising that FoSP participates in, the intention will always raise money for roof.</li> <li>• Pat has been asked to ask her son James Miller to provide artwork for the '<i>Raise the Roof campaign</i>' which will include leaflet and window sticker for businesses to display. (Declaration of Interest needs to be noted). James has agreed to do this.</li> <li>• Mark Carpenter has forwarded to me ideas to share with CLT for a progress barometer to be displayed inside and outside the Church.</li> <li>• All these agreed by CLT.</li> </ul>	



It was also agreed to ask Steve Jenkins to help with publicity.  
A card to be developed to thank people for their donations.

- Apostle

Rachel to get an update from them.

Rachel to talk to re-ordering group

- Prepare for next PCC on 12 November

Rachel to check if PCC can agree to pay up front if people are committing to future payments, for example a monthly payment.

Nigel  
Pat/  
Rachel

Rachel  
Rachel

Francis  
Rachel

**5. Clergy update**

5.1 Safeguarding

- New structures and processes

The plan is for a safeguarding lead for the parish with an officer in each church. The proposal going to PCC.

5.2 Discipleship

- Cross-parish priority – postponed until next year. There are not yet any guidelines.
- Catherine’s discipleship project – Pat and Gill have met with Catherine. CLT agreed to support Catherine in this project.

5.3 Anything else

Rachel requested that 3<sup>rd</sup> December be a Worship Group meeting, rather than CLT – agreed.

**6. Finance & expenditure**

6.1 Regular report from Pat

**FINANCE REPORT FOR NOVEMBER 5TH 2025 - ST PETERS ACCOUNTS**

• **Banks Accounts up to: 3<sup>rd</sup> November 2025**

Community Account	<b>£26,016.97</b>
Appeal Account	<b>£11,468.97</b>
o Paid Apostle Consulting	£630.00
o Paid JG Restoration	£2,437.50
Savings Account	<b>£53,792.89</b>
Friends	<b>£8,597.57</b>

<b>Income this month</b>	<b>£10,347.22</b>
<b>Expenses</b>	<b>£8,321.81</b>

Heating & Lighting	£464.10
General Expenses	£1270.63 (inc Water, BT)
Music Director	£804.42
Insurance	£430.59
Caversham Parochial	£4,905.42
Charity	£348.00
Flowers	£98.65

**Parish Giving Scheme - October**

PGS Donations Received	£4276.42
Income Tax Recovered	£923.57
<b>Total Received</b>	<b>£5199.99</b>

(One new member this month)

- **Community Account Pledges**

S/O Pledges for August      £1,326.67

S/O Pledges for September   £1,036.67

**S/O Pledges for October      £1076.67**

- **Open Plate for October      £761.29**  
(inc GoodBox)

- **Donations                              £474.02**

- **Launchpad                              £248.00**

- **The CBF Church of England Funds – Cannot access funds**

Pat feels we are doing well this year.

6.2      Stewardship campaign

**Stewardship Campaign Report to date from Pat**

In 2024 there were 94 registered in the Parish Directory for St Peters Church. Not having a 2025 directory I have no numbers to how many people are registered now.

We have at present 27 donors on Standing orders and 49 donors giving by PGS.

The last stewardship campaign was in 2019 when there were 100 donors on the Gift Aid list, 116 were targeted with a stewardship brochure, only 50 forms were returned. 43 donors entered the PGS scheme.

To date I have had 10 forms returned with an increase in donations of £124.61. Simon Porter has received none.

I will not know until the end of this month whether donors have increased their donation by PGS without returning their form.

At the moment I am still grappling with the new PGS website which is not as user friendly as the previous one, although I am attending a webinar on the 13<sup>th</sup> of November. Hopefully this will give me clarification.

Pat wished to record that Rosemary Ambrose has been extremely helpful and efficient in handling Gift Aid, £133,000 recovered since 2012.

**7. Other notified business**

7.1      Forum 26/10/25  
It went well. See Minutes.

7.2      CLT chairmanship handover (Gill as interim chair)  
- Document filing / confidentiality

Helen will help with paperwork, sending out documents, putting things in Dropbox etc. Nigel set up the Dropbox so it probably needs to be moved to someone else in due course.

- IT set-up for CLT meetings – Pam to run Zoom, Helen to get tripod and iPad from church.

- Other issues

Roof – Nigel would like to hand over any roof related work, eg the vestry

Charities vote – information is in Dropbox

Nigel will continue to provide a fabric report when asked.

Helen  
Pam  
Helen

<p><b>8. Minutes of the previous meeting</b></p> <p>8.1 Previous meeting minutes agreed</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 Inform congregation about the First Aid box and accident book Francis Done at a service 19/10/25</p> <p>9.2 Check regarding leaving lit votive candles unattended Francis We have received advice from the insurers. Discussed in 3.5 above – Close</p> <p>9.3 South aisle roof:</p> <ul style="list-style-type: none"> <li>Liaise with JBKS about potential contractors Francis - Richard L on the case</li> <li>Liaise with Richard L regarding his proposal Francis - done</li> <li>Liaise with JG Restorations re temp pathway Francis– done, probably no longer required?</li> <li>Prepare report for PCC, 12/11/25 meeting Francis – in progress</li> </ul> <p>9.4 Stewardship – PGS forms Pat Done</p> <p>9.5 Stewardship – check leaflet All Done</p> <p>9.6 Forum – confirm agenda All Done</p> <p>9.7 Forum – liaise with Richard L Rachel Done</p> <p>9.8 Forum – provide laptop Jey Not required after all</p> <p>9.9 Discipleship – review Catherine’s project</p> <p>9.10 Nigel’s resignation from CLT – inform congregation at forum All Done 26/10/25</p> <p>9.11 Carols in Caversham Court – liaise with FCCG Francis Ongoing. There might be an issue because of the front gates being destroyed.</p> <p>9.12 Snowguards for south aisle – progress with installation once faculty received Richard Faculty received; installation awaited, possibly w/c 3/11/25</p> <p>9.13 Risk assessment for re-positioning the Heras fencing Richard RA drafted; approved by parish H&amp;S adviser and CLT</p> <p>9.14 Temporary pathway Francis See 9.3 above</p> <p>9.15 Consider what forum dates in 2026 might work for the youth group. Ongoing</p> <p>9.16 Establish revised hire charges Nigel / Pat Some rough heating costings have been calculated.</p> <p>9.17 A few adjustments to the welcome leaflet before printing Eleanor ??</p> <p>9.18 Ensure Sunday evening readings are communicated in advance of services Rachel Ongoing</p> <p>9.19 Consult architect about kitchen steps Rachel ??</p> <p>9.20 Quote for AV phase 2 Nigel Action to be dropped or reassigned</p> <p>9.21 Arrange meeting with DSAV about AV phase 2 Nigel Action to be dropped or reassigned (9.20 and 21 can be combined)</p> <p>9.22 Fire risk assessment Nigel Action to be dropped or reassigned</p> <p>These to be reviewed at the next meeting</p>	<p>All</p> <p>Pam</p> <p>Rachel</p> <p>Gill</p>
<p><b>10. Churchwardens’ reports</b></p> <p>10.1 Reports from churchwardens From Francis: <b>Caversham Court Management Committee</b></p>	



At the last meeting I reported on the position of the south aisle roof/path situation. This was to alert the FOCC that should there be the necessity of using the church as a bad weather alternative for the carol concert, this alternative venue might be a night access issue if the church is used as a venue. With the recent car crash into the front gates, I have been informed that this event will still take place weather permitting and access to gardens will be via a side entrance and the steps from churchyard.

At this meeting I learnt that responsibility for repairing wooden hand rail from churchyard to garden's entrance has been passed to the council section which deals with cemeteries. So watch this space.

### **Churchyard**

For the first time the female gingko tree produced fruit. A mistake by the planters who ordered this commendation tree as they should have planted a male tree. Unfortunately, the fallen fruits whilst rotting produce a horrible smell. Thus I raked fruits away from the unofficial path and binned these in a green waste wheelie bin.

### **Candles**

See H&S report after checking with insurers.

### **PAT Testing**

Our insurers pointed out there was not an annual PAT annual testing of appliances last year. I arranged for an electrician to test all our appliances, extension leads, water boilers, pianos etc.

### **Roof**

Following an inspection and the granting of a facility we can instruct JB Restorations to fix snow guards. This should be in place this week so that the path can be reopened. I added a comment on the risk assessment form written by Richard Larken to ensure safe reopening of the churchyard footpath.

From Jey:

1. Added a few bell ringing requests to the Parish / St P calendar.
2. Prepared Sunday morning refreshments rota and distributed to the team
3. There is a Cubs visit to St P Church planned for 18 Nov from 7.15pm to 8.45pm. David Summer has requested this and I have agreed and added this into the St P calendar.
4. I noticed the Reading Lists for the Nov-Dec period is missing in the Church Rota file at the back of the church. So I was unable to determine who does the readings/intercessions (remote in Zoom or in person) on a Sunday morning. I'm not sure who maintains this so this needs updating in the rota.
5. Couple of people reported to me last Sunday that they were unable to join (online in Zoom) the 9.30am service on 26 October. They say that they clicked on the Zoom link sent in the Parish Notices and they get to the 'Waiting to admit' screen but nothing happened after that. I'm not sure if this is a Zoom issue or something else.

## 10.2 Fabric report from Nigel

### FABRIC

- Oversaw the installation of new security lighting for the vestry path – no feedback received
- Replaced the final 2 LED lights (Lady Chapel downlight and south aisle upright) – all now working
- Replaced 2 speaker dust covers which had fallen off in the south aisle
- Re-glued the window sill above where the tables are stalled
- Replaced the ceiling fan in the east (left) toilet
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- Following discussions with Rachel, I changed the pew heating timing slightly; now running for 21 hours/week, as follows (all am unless stated):
  - o Sunday: 6:30-11 only
  - o Monday: 7-8 and 10-11
  - o Tuesday: 7-8 and 8:30-10
  - o Wednesday: 7-8 and 9-10



<ul style="list-style-type: none"><li>○ Thursday: 7-8 and 10-11</li><li>○ Friday: 7-8 and 10-11 and 6-9pm</li><li>○ Saturday: 7-8 and 10-12</li><li>- Changed all clocks to GMT</li></ul> <p>OTHER</p> <ul style="list-style-type: none"><li>- Attended financial task force meeting</li><li>- Received approval from the DAC to our List B faculty request to install snowguards on the south aisle guttering</li></ul>	
<b>11. Matters to report to PCC</b> Nigel's resignation from CLT	
<b>12. Events</b>	
<ul style="list-style-type: none"><li>• Saturday 6 December – Christmas Market</li><li>• Monday 15 December – Caversham Court Carols</li></ul>	<b>All to take note</b>
<b>13. Church forum dates:</b> <ul style="list-style-type: none"><li>• 2026 TBC</li></ul>	<b>All to take note</b>
<b>14. CLT meeting dates (all Wednesday, 7.00pm):</b> <ul style="list-style-type: none"><li>• 3 December - cancelled</li><li>• 7 January <b>2026</b></li><li>• 4 February</li><li>• 4 March</li><li>• 15 April</li><li>• 6 May</li><li>• 3 June</li><li>• 1 July</li><li>• 9 September</li><li>• 7 October</li><li>• 4 November</li><li>• 2 December</li></ul>	<b>All to take note</b>
<b>15. Next scheduled meeting: Wednesday 7 January 2026, 7.00pm</b> <ul style="list-style-type: none"><li>• Hybrid meeting (in person in the Rectory, and on Zoom)</li></ul>	<b>All to take note</b>
<b>16. Close &amp; the Grace</b>	
<b>Chair:</b>  <b>Secretary:</b>  <b>Date:</b>	