

MINUTES
Leadership Team Meeting
Wednesday 4th February 2026 at 7.00pm, at the Rectory and by Zoom:

Members: Gill Andrews (Acting Chair and 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), Helen Wernham (Secretary and co-opted member)

David Dean observing.

Apologies received: Catherine, Pam, Mike

Item	Lead
1. Welcome & apologies	
Highlights for the PCC <ul style="list-style-type: none"> • The Friends' Artisan Craft Fair • Raising the Roof • Pat taking over as Chair 	
2. Dwelling in the word Rachel suggests committee members could choose a passage each time. Pat will choose one for the next meeting.	Pat
3. Standing items <p>3.1 Declarations of interest - none</p> <p>3.2 Safeguarding issues - Rachel would like this to be more proactive. A time for reflection, for example have you noticed anything happening in church? To remind everyone what safeguarding is about, young, old, the bereaved etc. Regarding the new safeguarding structure, there are still things to be worked out, including who the Children's advocate should report to.</p> <p>3.3 Pastoral care – we need to make people aware of who is part of the Olive Branch. Rachel would like to broaden the scope of pastoral care. This could be part of the discussion on discipleship. St. John's used a questionnaire at their forum about discipleship, pastoral care and prayer, which Rachel suggested could be partly used at a forum. The Olive Branch will discuss how to organise a general discussion about pastoral care.</p> <p>3.4 Health & Safety – nothing specific.</p> <p>3.5 Children and Young People – some of the young people in the choir are almost adults, becoming 18. How to approach this is being discussed, for example the older young people could be helpers at Sunday Club.</p>	Rachel
4. Main notified business <p>4.1 Roof/vestry update A bat survey will be happening, which will enable a faculty for the roof. JBKS will now be seeking quotes for the building work, also taking responsibility for recommending who should take the work. Apostle has put together a strategy for seeking funds. Who will manage the funding applications? Rachel will discuss this with the reordering group.</p> <p>4.2 Selection of nominated charities for 2026 - process and who is to lead it. Helen is organising this.</p> <p>4.3 Church Forum agenda</p> <ul style="list-style-type: none"> • Church Finance (with PowerPoint – Jey will organise the technical side) • Roof update – launch of Raising the Roof campaign 	Rachel Helen Pat Rachel/ Pat



<ul style="list-style-type: none"> • Feedback on Christmas Services • Charities vote – report so far • June Forum will be within the service. <p>4.4 Spiritual Growth Lent Groups will be using Come and See on the eucharist – Rachel will put leaders' contacts in the newsletter so that people can let the leaders know if they are attending.</p>	<p>Rachel Helen Rachel</p> <p>Rachel</p>																																
<p>5. Clergy update</p> <p>5.1 CLT meetings and membership Jey will be finishing as Church Warden in May. Gill will continue to be a member at present. Rachel will remind people at the Forum who is on the CLT and ask if anyone is interested. Pat will put together something to be put in the notices, anyone interested to speak to Rachel.</p> <p>Helen to resume sending out a summary of the minutes.</p> <p>Rachel suggests we try meeting bi-monthly in future. Agreed. Meetings will be in March, May, July, September, November.</p> <p>5.2 Palm Sunday. There is a suggestion of a 3 churches service, starting at St. Margarets, then St. Peter's, finishing at St. John's for lunch. To be discussed at the Worship Group.</p>	<p>Rachel</p> <p>Helen</p> <p>Rachel</p>																																
<p>6. Finance & expenditure</p> <p>6.1 Regular report from Pat</p> <ul style="list-style-type: none"> • <u>Banks Accounts up to: 2nd January 2026</u> <table border="0"> <tr> <td>Community Account</td> <td style="text-align: right;">£27,693.39</td> </tr> <tr> <td>Appeal Account</td> <td style="text-align: right;">£7,782.86</td> </tr> <tr> <td>Savings Account</td> <td style="text-align: right;">£43,957.08</td> </tr> <tr> <td>Friends</td> <td style="text-align: right;">£9,751.97</td> </tr> </table> <p>Total Income banked this month £8,594.80 Total Expenses banked this month £11,750.59</p> <p><u>EXPENSES</u></p> <table border="0"> <tr> <td>Heating & Lighting</td> <td style="text-align: right;">£1784.59</td> </tr> <tr> <td>General Expenses</td> <td style="text-align: right;">£76.79</td> </tr> <tr> <td>Music Director</td> <td style="text-align: right;">£869.63</td> </tr> <tr> <td>Insurance</td> <td style="text-align: right;">£438.97</td> </tr> <tr> <td>Caversham Parochial</td> <td style="text-align: right;">£7933.38</td> </tr> <tr> <td>Music Expense</td> <td style="text-align: right;">£647.23</td> </tr> </table> <p><u>INCOME</u></p> <ul style="list-style-type: none"> • <u>Parish Giving Scheme - January</u> <table border="0"> <tr> <td>PGS Donations Received</td> <td style="text-align: right;">£4893.98</td> </tr> <tr> <td>Income Tax Recovered</td> <td style="text-align: right;">£1966.76 (inc Dec GA)</td> </tr> <tr> <td>Total Received</td> <td style="text-align: right;">£6860.74</td> </tr> </table> <ul style="list-style-type: none"> • <u>Community Account Pledges</u> <table border="0"> <tr> <td>S/O Pledges for November</td> <td style="text-align: right;">£1161.67</td> </tr> <tr> <td>S/O Pledges for December</td> <td style="text-align: right;">£1,096.67</td> </tr> <tr> <td>S/O Pledges for January</td> <td style="text-align: right;">£986.67</td> </tr> </table> <ul style="list-style-type: none"> • Open Plate (£524.25) not banked as yet 	Community Account	£27,693.39	Appeal Account	£7,782.86	Savings Account	£43,957.08	Friends	£9,751.97	Heating & Lighting	£1784.59	General Expenses	£76.79	Music Director	£869.63	Insurance	£438.97	Caversham Parochial	£7933.38	Music Expense	£647.23	PGS Donations Received	£4893.98	Income Tax Recovered	£1966.76 (inc Dec GA)	Total Received	£6860.74	S/O Pledges for November	£1161.67	S/O Pledges for December	£1,096.67	S/O Pledges for January	£986.67	
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- **GoodBox** **£137.39**
- **Queen Anne School** **£600.00**
- **Donations (Funeral)** **£10.00**

NOTE

GASDS (Gift Aid Small Donation Scheme) total for year from 6 April is £100 short of the £8,000 value we are allowed under GASDS to claim. Any cash and GoodBox collected between now and Easter will be a donation only – we will not be allowed to claim Gift Aid on it.

6.2 Rachel talked about the issue of the cost of general resources used by the parish, for example our administrator. These have previously been paid through investment; presently properties belonging to the church are being sold but this money won't last. Simon (Parish Treasurer) and Mike (Rector) flagged up at the PCC meeting that these costs will in future need to be included in each church budget.

6.3 Repair window near font (Friends of St Peter's)
Francis has contacted 3 companies for quotes.
The Friends are partially funding the chancel ceiling. Pat is seeking grants for this.

7. Other notified business

7.1 Sunday evening services
Having these earlier will be tried from next October.

8. Minutes of the previous meeting

8.1 Previous meeting minutes agreed.
• Any redactions required before publication? None

9. Matters arising from previous meeting

- 9.1 Helen to look into the possibility of a professional fire risk assessment for church. Ongoing. More research needed
- 9.2 Rachel to inform Richard Larkin that the CLT approves his proposal for Jeremy Bell/JBKS to prepare the tender documents and a list of Approved Bidders to undertake the works, both the vestry roof and the south roof. Rachel Done
- 9.3 Charities collections – Helen to organise this Ongoing
- 9.4 Pat to announce result of Christmas Card collection in notices Pat Done
Close
- 9.5 Consideration of new members for CLT All Ongoing Keep
- 9.6 Rachel to check if the chancel roof is repaired: if so, the ceiling painting can go ahead Done
- 9.7 Francis to liaise with Nigel about getting quotes for fixing the rear window. Done (see item 6.3)
- 9.8 To canvas people's feelings about changing the time of Sunday evening services. Rachel to put something in the notices. See item 7.1
- 9.9 Devise a notice asking people to blow the candles out when they leave church
- 9.10 Rachel to check if PCC can agree to pay up front if people are committing to future payments, for example a monthly payment. (In connection with fundraising for the roof)
- 9.11 Consider what forum dates in 2026 might work for the youth group. Done – this will be at the June forum
- 9.12 A few adjustments to the welcome leaflet before printing. Ongoing

Helen

Helen

All

Pat

Rachel/ Pat

Eleanor
Rachel/



<p>9.13 Ensure Sunday evening readings are communicated in advance of services. Rachel will let Helen know and Helen will inform the reader. Close</p> <p>9.14 Consult architect about kitchen steps. Rachel has talked to Jeremy and he considers it is not possible to change them. Close</p> <p>9.15 Quote for AV phase 2 Action on hold Keep</p> <p>9.16 Arrange meeting with DSAV about AV phase 2 Action on hold Keep</p>	<p>Helen</p>
<p>10. Churchwardens' reports</p> <p>10.1 Reports from churchwardens From Francis: Friends of St Peters/Raising the Roof Meetings Statistics for Mission 2025 Completed St Peter's statistics for Oxford Diocese.</p> <p>From Jey</p> <ol style="list-style-type: none"> 1. Preparing the Annual Trustees report for 2025. I will send it over to Karen this week so that it can be approved in the March PCC. 2. Added a few bell ringing requests to the Parish / St P calendar. 3. Helping in Streaming and Refreshments as and when needed. <p>10.2 Fabric report – Nigel has nothing to report for this meeting.</p>	
<p>11. Matters to report to PCC</p> <ul style="list-style-type: none"> • The Friends' Artisan Craft Fair • Raising the Roof • Pat taking over as Chair 	
<p>12. Events</p> <ul style="list-style-type: none"> • Saturday 4 July: Friends of St. Peter's Artisan Craft Fair 	<p>All to take note</p>
<p>13. Church forum dates (proposed):</p> <ul style="list-style-type: none"> • 7 June • 25 October 	<p>All to take note</p>
<p>14. CLT meeting dates (all Wednesday, 7.00pm):</p> <ul style="list-style-type: none"> • 4 March • 6 May • 3 June • 2 September • 4 November 	<p>All to take note</p>
<p>15. Next scheduled meeting: Wednesday 4 March, 7.00pm</p> <ul style="list-style-type: none"> • Hybrid meeting (in person in the Rectory, and on Zoom) 	<p>All to take note</p>
<p>16. Close & the Grace</p>	<p>All</p>
<p>Chair:</p> <p>Secretary:</p> <p>Date: 4.2.26</p>	