

**MINUTES**  
**Leadership Team Meeting**  
**Wednesday 4<sup>th</sup> March 2026 at the Rectory and by Zoom**

**Members:** Gill Andrews (co-opted member), Pam Asbury (co-opted member), Jeyasingh John Samuel (Churchwarden), Pat Macgregor (Treasurer and acting chair), 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)

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

Item	Action
<p><b>1. Welcome &amp; apologies</b></p>	
<p><b>2. Dwelling in the word</b> Gill to bring a reading next meeting.</p>	Gill
<p><b>Highlights for the PCC</b></p> <ul style="list-style-type: none"> <li>• Bat survey</li> <li>• The Friends Artisan Craft Fair and Fun Dog Show</li> <li>•</li> </ul>	
<p><b>3. Standing items</b></p> <p>3.1 Declarations of interest - none</p> <p>3.2 Safeguarding issues – see item 4.3</p> <p>3.3 Pastoral care – hospital visits, funerals, wedding preparation, Olive Branch. Should we do something about significant birthdays? Especially people on their own. Ongoing discussion about expanding pastoral care.</p> <p>3.4 Health &amp; Safety – votive candle notice is now installed. Bark chippings to be installed on the mud next to the path.</p> <p>3.5 Children and Young People – Ben mentioned the need to report on how the values from the strategy are developing. Congregation members have been sharing bible stories with the older young people. Thursday youth group is growing.</p> <p>3.6 Spiritual Growth – Lent Groups are going well and are well attended.</p>	
<p><b>4. Main notified business</b></p> <p>4.1 Roof/vestry update including Bat Survey The architect has sent through the Tender Documentation. Other documentation is also needed, including statement of need and tendering process. A group comprising Richard Larkin, Rachel, Mike, Francis, Pat and Simon Porter needs to put together all this to present to the PCC before a faculty can be applied for. Evidence of bats was found, so we will need to have a license from Natural England. Richard has sent the architect's report to the DAC this week.</p> <p>4.2 Charities for 2026 - results Easter, International - African Adventures Foundation St. Peter's Day, National – Thames Hospice Harvest, local – Raising the Roof</p> <p>4.3 Safeguarding update, and any issues All the new safeguarding officers have started training. There are some ongoing issues. Rachel gets notified about who needs to update DBS and safeguarding training. Gill is settling into her role.</p> <p>4.4 June Church Forum – including the Young People. Rachel will discuss with Ben, Pam and a CLT member, Gill and/or Helen. Helen to organise a time.</p> <p>4.5 CLT Membership – we all need to keep thinking who might be invited to join</p>	<p>Rachel</p> <p>Helen All</p>



## 5. Clergy update

5.1 Palm Sunday – this will span all 3 churches, starting at St. Margaret’s, then refreshments at St. Peter’s (Jey organising), David Carey and Susie Woodham devising an all age reading of the Passion, then communion at St. John’s followed by lunch. There will be a timetable.

5.2 Holy Week Events – complete Monday and Tuesday evenings, Stations of the Cross Wednesday, Maundy Thursday service with foot washing, 3 hour service Good Friday, children’s activities Saturday, Easter Day – dawn and 9.30 communion with baptism.

## 6. Finance & expenditure

6.1 Regular report from Pat

### ST PETERS ACCOUNTS

• Banks Accounts up to: 2nd March 2026

Community Account	£29,714.71
Appeal Account	£7,804.53
Savings Account	£44,068.36
Friends	£9,796.97

Total Income this month      £10,030.51

Total Expenses this month    £7,894.19

### EXPENSES

Heating & Lighting	£1049.12
General Expenses	£68.96
Music Director	£869.63
Insurance	£438.97
Caversham Parochial	£5288.92
Altar Expense	£73.41
Cleaning	£60.85
Publisher	£44.33

### INCOME

• Parish Giving Scheme - February

PGS Donations Received	£4976.72
PGS One Off Donations	£211.77
Income Tax Recovered	£1149.67
Total Received	£6338.16

• Community Account Pledges

S/O Pledges for December	£1,096.67
S/O Pledges for January	£986.67
S/O Pledges for February	£1147.67

• Open Plate                      £888.50 (inc January deposit)

• GoodBox                        £307.57

• Donations                      £520.00

6.2 Dedicated Finance Meeting to discuss Roof

6.3 Eggleton Estate Update

An email has been received from the managers of the Eggleton estate, informing that the remaining assets are in shares of a company that may be of value or may not, depending on the outcome of a particular project.

Francis



<p>6.4 Repair window near font (Friends of St Peter's) Francis still chasing builders. He will contact other churches in the area for suggestions. Pat will talk to someone from the diocese</p>	<p>Francis Pat</p>
<p><b>7. Other notified business</b> 7.1 As Jey will be finishing his term as church warden in the Summer, we need to consider who might replace him. Rachel will speak to possible candidates and put something in the newsletter. 7.2 Shirley Scola and David Carey have been researching into the war dead in the memorial book in the Lady Chapel. The information is in a spreadsheet, and they would like to put a small notice in the Lady Chapel with a QR code and details of the website so that anyone who was interested could look at the information themselves. This was agreed as long as is fixed with double side tape and is in a standard font. Gill will feed back.</p>	<p>Rachel  Gill</p>
<p><b>8. Minutes of the previous meeting</b> 8.1 Previous meeting minutes agreed  <ul style="list-style-type: none"> <li>Any redactions required before publication? No</li> </ul> </p>	
<p><b>9. Matters arising from previous meeting</b> 9.1 The Olive Branch will discuss how to organise a general discussion about pastoral care. Ongoing 9.2 Re-ordering group to discuss how to manage the funding applications ongoing. Ongoing (see item 4.1) 9.3 Selection of nominated charities for 2026 Helen Done 9.4 Church Forum All Done 9.5 Leaders' contact details to be put in the newsletter Rachel Not necessary 9.6 CLT membership – Rachel to put something in the newsletter 9.7 Helen to send out a summary of the minutes Helen Not done this time as all topics covered in the Forum Close 9.8 Palm Sunday arrangements. To be discussed at Worship Group Rachel Done 9.9 Professional fire risk assessment for church Helen Ongoing 9.10 Nominated charities (see item 4.2) Helen Done 9.11 CLT membership (see also item 5.1)All Ongoing 9.12 Devise a notice asking people to blow the candles out when they leave church. Pat Done 9.13 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) 9.14 A few adjustments to the welcome leaflet before printing. Eleanor is now ready to get these printed and asked advice about cost which was agreed.</p>	<p>Rachel  Rachel    Rachel  Helen   Rachel  Eleanor</p>
<p><b>10. Churchwardens' reports</b> 10.1 Reports from churchwardens From Francis: <b>Roof</b> Raising the Roof and Friends of St Peters committee meetings planning the Raising the Roof fundraising event in July and future Friends fundraising activities. Contact owner of the Angel Bar to run a bar at this event. Measured Caversham Court Gardens dimensions to plan spacing and numbers of artisan traders the event can accommodate in the gardens.</p>	



<p>Accompanied and assisted the two ecologists in a survey of the church for evidence of bats residing in the roofs.</p> <p><b>Window repair</b> Chasing up quotes for this job.</p> <p><b>Cirdic</b> Took donations to centre.</p> <p><b>Worship and Finance groups meetings</b></p> <p><b>From Jey:</b></p> <ol style="list-style-type: none"> <li>1. I have prepared the Annual Trustees report for 2025 and sent it over to Karen. Attached the copy with this email. This will now go into the March PCC.</li> <li>2. Prepared a welcomer name badge for Barbara Pearson.</li> <li>3. Added a few bell ringing requests to the Parish / St P calendar.</li> <li>4. Helping in Streaming and Refreshments as and when needed.</li> <li>5. Arranged refreshments for the Palm Sunday at St Peter.</li> </ol> <p>10.2 Fabric report from Nigel:</p> <ul style="list-style-type: none"> <li>• Decoration of the Church House exterior started on 3.3.26</li> <li>• When I showed the bat people the tower, I was able to check all the roof valleys – all looking pretty clear.</li> <li>• We need a new microwave.</li> </ul>	
<p><b>11. Matters to report to PCC</b></p> <ul style="list-style-type: none"> <li>• Bat Survey - Francis</li> <li>• The Friends Artisan Craft Fair and Fun Dog Show - Pat</li> </ul>	
<p><b>12. Events</b></p> <ul style="list-style-type: none"> <li>• Saturday 4 July: Friends of St. Peter's Artisan Craft Fair and Fun Dog Show</li> <li>• Sunday 13 September: Fish and Chip Supper with Quiz</li> </ul>	<p><b>All to take note</b></p>
<p><b>13. Church forum dates (proposed):</b></p> <ul style="list-style-type: none"> <li>• 7 June</li> <li>• 25 October</li> </ul>	<p><b>All to take note</b></p>
<p><b>14. CLT &amp; PCC meeting dates:</b></p> <ul style="list-style-type: none"> <li>• 25 March PCC</li> <li>• 6 May CLT</li> <li>• 20 May PCC</li> <li>• 1 July CLT</li> <li>• 15 July PCC</li> <li>• 2 September CLT</li> <li>• 23 September PCC</li> <li>• 4 November CLT</li> <li>• 18 November PCC</li> </ul>	<p><b>All to take note</b></p>
<p><b>15. Next scheduled meeting: Wednesday 6 May 2026, 7.00pm</b></p> <ul style="list-style-type: none"> <li>• Hybrid meeting (in person in the Rectory, and on Zoom)</li> </ul>	<p><b>All to take note</b></p>
<p><b>16. Close &amp; the Grace</b></p>	<p>All</p>
<p><b>Chair:</b></p> <p><b>Secretary:</b></p> <p><b>Date:</b></p>	