

MINUTES
Leadership Team Meeting
Wednesday 6th May 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), David Dean observing

Apologies received: Catherine

Item	Action
1. Welcome & apologies	
2. Dwelling in the word	
Highlights for the PCC - Bat survey – item 4.1 - Heras fencing now removed – item 3.4 - North aisle window repair – item 6.3	
3. Standing items 3.1 Declarations of interest - none 3.2 Safeguarding issues – the new safeguarding team are undertaking training, including the procedure for safer recruitment of volunteers. This means a job description will be needed for all roles. St. Peter's safeguarding officer, Karen, will attend CLT meetings occasionally. 3.3 Pastoral care – Olive Branch continues. Rachel to put something in the newsletter about contacting the Olive Branch for any needs. Also a poster to be created – Pat to ask Mark 3.4 Health & Safety – Heras fencing now removed. It had been knocked over and it is no longer needed as the snow guards are in place and no tiles have fallen on to the path for some months. JBKS architects were consulted. Pat will contact insurers. 3.5 Children and Young People – the children are making things for one of the leaders who is ill. There is a new member in the older group. 3.6 Spiritual Growth – Lent Groups, Come and See on the theme of the eucharist, were appreciated. About 30 people attended over the whole parish.	Rachel Pat Pat
4. Main notified business 4.1 Roof & Bat Survey update Tenders have been approved by the PCC but the issue of tenders has been delayed, as more clarification is needed. Tenders to be reviewed in June. A bat “dusk” survey to be done as evidence of bats has been observed in the VdS. Bat tiles will be needed if they are roosting in the church roof. It does affect the time of year the work can be done. We should have a bat certificate by end of July. Funding strategy is also being looked at. Francis is having difficulty contacting the DAC. 4.2 DSAV Radio Mic purchase – Pat had 2 quotes from DSAV as we need new antenna and microphone to cover transmission - £1,473.48 cost agreed. Pat to get quotes for different kinds of attachable mics for the clergy. 4.3 Safeguarding issues – see item 3.2. Gill will feed back at the next meeting. 4.4 Worship St Peters Day – “Paella lady” has offered to make paella for this. It was agreed to ask for donations for this, rather than a set charge, which would also be fund-raising for the roof.	Pat Gill

Can find out at the Forum if people would like paella. 4.5 Choir Update – there are now 2 young people who sing tenor, so Pam has split sessions with a session for the trebles, time with the tenor young people, a longer session with the whole choir, and 30 minutes with adults only. Total time 6.30 – 8.30. Some of the children are now attending evensong. We need to ensure children don't leave the church without parents and they must tell Pam or Vicci if they are leaving with their parents or have permission to leave alone. If anyone notices any child (up to age 18) leaving church alone, they should speak to one of the youth leaders or clergy – the clergy to mention this regularly. 4.6 Young people – the point of the Strategy (to be discussed at a future meeting) is to encourage the whole congregation to take responsibility for children and young people. 4.7 June Church Forum • Forum on Sunday June 7th 2026 will be in the middle of the services to include everyone including young people. • There will be only one reading during the service. • The forum will be 20 minutes long (five minutes for each section) and will include the following: ◦ Update of roof - Richard/Rachel ◦ North Aisle window /Chancel ceiling update - Pat/Rachel ◦ Raising the Roof campaign - Pat ▪ How much we have raised so far ▪ Fundraising - Future events • July 4th Fair & Fish and chips/quiz evening in September • Help needed. • St Peters Day (paella) • Slides to Pam by the 24th May 2026 Pam queried the figures for the junior choir payment, which Pat explained was due to monies being paid to the choir from the Baby and Toddler cash, so she could only put the actual amount paid from church monies in the accounts. Pat will be asking Simon if there is a way to present this in the accounts, so the full amount is accounted for. 4.8 4th July Artisan Craft Fair and Fun Dog Show Raising the roof fundraising banners/ charts designed by Mark Carpenter. To be put up somewhere outside church. Summer Fair – this is progressing slowly and needs more stalls to sign up.	Rachel All Pat								
5. Clergy update 5.1 CLT meetings and membership Continue bi-monthly meetings. Finance report and matters arising to be sent out monthly	Pat Helen								
6. Finance & expenditure 6.1 Regular report from Pat FINANCE REPORT FOR APRIL 2026 - ST PETERS ACCOUNTS • <u>Banks Accounts up to: 30TH April 2026</u> <table> <tr> <td>Community Account</td><td>£32,414.03</td></tr> <tr> <td>Appeal Account</td><td>£2,209.53</td></tr> <tr> <td>Savings Account</td><td>£44,068.36</td></tr> <tr> <td>Friends</td><td>£9,977.97</td></tr> </table> Total Income this month £13,575.76 Total Expenses this month £9,375.70	Community Account	£32,414.03	Appeal Account	£2,209.53	Savings Account	£44,068.36	Friends	£9,977.97	
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EXPENSES

Heating & Lighting	£854.94
General Expenses	£55.04
Junior Choir	£44.37
Insurance	£438.97
Caversham Parochial	£5288.92
Music Director	£1739.26 (March & April)
Altar	£93.61
Easter	£82.47
Logan Charity	£778.12

INCOME

• **Parish Giving Scheme – April**

PGS Donations Received	£4662.99
PGS One Off	£394.00
PGS Gift Aid received	£2429.35 (inc March)
Total Received	<u>£7486.34</u>

• **Community Account Pledges**

S/O Pledges for February	£1147.67
S/O Pledges for March	£1046.67
S/O Pledges for April	<u>£1086.67</u>

• **Open Plate inc GoodBox** £1219.70 (inc £90.12 Kenya Logan)

• Fundraisings for Roof £97.67

- Church Fees £787.00
- VAT Reclaim from LPW £2210.48
- Kenya Logan £688.00

Query from Pam

6.3 Repair North Aisle window near font (Friends of St Peter's)
Pat working on getting a faculty. Quotes in process.

7. Other notified business

7.1 New Church warden – the search is ongoing

Rachel

8. Minutes of the previous meeting

- 8.1 Previous meeting minutes agreed
- Any redactions required before publication - no

9. Matters arising from previous meeting

- 9.1 Gill to bring a reading for the next meeting for Dwelling in the Word. Done
- 9.2 Re-ordering group to put together documentation to present to the PCC Rachel Done
- 9.3 Rachel, Ben, Pam and Gill and/or Helen to meet to discuss the June Forum. Helen to arrange a meeting. Helen Done – see item 4.7
- 9.4 CLT membership – all to think of who could be invited to join. All. Ongoing. Keep
- 9.5 A response to the Eggleton Estate update email. Francis Ongoing

Francis

9.6 Window repair – Francis to contact other churches in the area for suggestions. Pat to talk to someone from the diocese Ongoing. See item 6.3 9.7 A new church warden when Jey finishes in the summer – Rachel to approach possible candidates Rachel. Ongoing see item 7.1 9.8 A request for a notice in the Lady Chapel about the war dead. Gill to respond. Gill Done Close 9.9 The Olive Branch will discuss how to organise a general discussion about pastoral care. Rachel Ongoing Keep 9.10 Professional fire risk assessment for church Helen Ongoing Keep 9.11 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) Rachel Ongoing Keep 9.12 A few adjustments to the welcome leaflet before printing. Eleanor Ongoing Keep	Pat/ Francis Rachel Helen Rachel Eleanor
10. Churchwardens' reports 10.1 Reports from churchwardens From Francis: Caversham Court Management Committee Meeting included information that repair of entrance wall will take place spring/early summer 2027. Raising the Roof/Friends of St Peters Church Meetings formalising July's Artisans Fair/dog show and a fundraising event for Friends' funds. Caversham Court Measured dimensions of this garden to work out spacing of artisan stalls for the July event. Garden Elves Weeding rectory front garden. Church Roof Submitted faculties for replacement of south aisle roof and major repair to vestry. Currently it is impossible to contact the diocese's building section to discover the progress of granting these faculties. Churchyard Reported to council (a) damage to brick retaining wall at Warren junction (b) request that the moved disabled parking slots down to the churchyard path entrance to be given white demarcation lines. Currently this spot is indicated by a notice but not physically indicated. Church Warden Agreed to serve for my final year in post by obtaining a proposer and seconder signatures on my application form. From Jey: 1. Prepared the Sunday refreshments rota for the next quarter (Apr, May and June). 2. Arranged a few welcomers as required during the Easter period. 3. Helping in Streaming rota as required during the Holy week/Easter period. 4. Added a few bell ringing requests to the Parish Calendar. 5. Arranged a new name badge for one of the welcomers. 10.2 Fabric report from Nigel • 2 high-up LED lights replaced (north aisle and south aisle). • One porch bulb replaced. • Fixed a new antenna to the radio mic body pack. I think a better more permanent solution is under consideration by CLT. • Helped dismantle the Heras fencing which had been pulled down overnight (1/5/26). All items (panels and bases) are now stored in the churchyard and marked with the church	Jey / Francis All



name, but I think we need to consider a better way of securing them from theft. The joining clips are in the flower room.	
11. Matters to report to PCC Bat survey Heras fencing Repair of North Aisle window	
12. Events • Sunday 28th June: St. Peter's Day • Saturday 4 July: Friends of St. Peter's Artisan Craft Fair and Fun Dog Show • Sunday 13 September: Fish and Chip Supper with Quiz (Friends)	All to take note
13. Church forum dates (proposed): • 7 June • 25 October	All to take note
14. Meeting dates (all Wednesday, 7.00pm): • 6 May - CLT • 20 May - PCC • 3 June - Worship • 1 July - CLT • 15 July - PCC • 2 September - CLT • 23 September - PCC • 7 October - Worship • 4 November - CLT • 18 November - PCC • 2 December - Worship • TBC December - CLT	All to take note
15. Next scheduled CLT meeting: Wednesday 1 July, 7.00pm • Hybrid meeting (in person in the Rectory, and on Zoom)	All to take note
16. Close & the Grace	All
Chair: Secretary: Date: 1 July 2026	