



**MINUTES OF THE VESTRY MEETING  
OF THE WAIKATO CATHEDRAL CHURCH OF ST PETER  
HELD AT THE CATHEDRAL CENTRE, HAMILTON  
ON 26<sup>th</sup> AUGUST at 5.30 pm**

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1. **PRESENT:** The Very Reverend Wendy Scott [Chair], Walter Crookes [People's Warden], Andy Bryant, Evan Harris, Bryan Bevege (Dean's Warden), Rev. Wendy Tyrrell, Dilip Matthan, Stuart Meehan, Warren Turnwald, Rev'd Mele Prescott, Tas Scott, Vivienne Thorpe (Minute Taker).
2. **APOLOGIES:** Rev'd Daryl Smart
3. **WELCOME:** The Dean welcomed those attending, and opened the meeting in prayer.
4. **MINUTES:** *"That the Minutes of the Meeting of 22<sup>nd</sup> July 2020 are confirmed as a true and correct record."*
5. **MATTERS ARISING:**

There were no matters arising.
6. **CORRESPONDENCE:**

**Inward and outward** – circulated at meeting in file and tabled

*"That the Inwards correspondence be received and Outwards be approved."* **CARRIED**
7. **DEAN'S REPORT:** Wendy gave a verbal report. She asked for feedback on a number of things:
  - Feedback on Covid:
    - Meeting felt social distancing was not being observed.
    - People were moving to the 8.00am service.
    - Masks – Wendy was masking for communion and noted that some people were coming with masks. There are masks available at the door.
  - Services:
    - Wendy was concerned that counting at services was not happening correctly and not reflecting accurately the people attending including children.
    - There was a good turnout for Mele's installation although it was disappointing that her family could not attend. Quite a few people from the 8.00am service attending.
    - New people were still coming to the Cathedral and there are good numbers at Vespers and Evensong.
    - We are still sending out pew sheets to those without internet access and this continues to be well received.
  - AGM:
    - Some felt the attendance at AGM was down on previous years however some were surprised at the number who did attend.
    - All acknowledge how well the meeting was chaired.
    - Major issue identified was around communication and how we do that, especially around change.
  - Scripture:
    - Wendy read from Ecclesiastes 3 and led the meeting in prayer.
  - Website:
    - A blog has been added to the website and includes a place for people to submit prayer requests.
8. **HEALTH & SAFETY**
  - There were no reported incidents.

- Child Protection Policy has been updated.
- Cecily was not available for the training. We need to ensure more volunteers undertake the training.
- We need to ensure there are two people on duty for young church. If there is no-one available, the children stay in the church.
- Policy regarding registered sex offenders discussed. We need to enter into a contract with them, particularly if they are on parole.

**9. WARDEN'S REPORT** – Circulated and Tabled. Walter raised the following issues:

- Trees on court property. Walter proposed that we write to the courts asking them to consider topping the trees as the leaves and buds block the spouting and downpipes causing leaks. There is a leak by the organ and by the Soldiers Chapel.
- Walter discussed the report that food and other items are going missing from the kitchen again and suggested that the door between the corridor and kitchen be locked.
- Dean Wendy said that if the police are called to the Cathedral for any reason, she wants to be informed and wants to see the offenders. This raised questions around health and safety. Wendy confirmed that she would only come if the police were here.
- There was a discussion around how we can minimise incidents including more security cameras and lights. We now have a very secure back part of the section.

**10. FINANCE REPORT:** This was circulated. Warren noted the following:

- DC giving has increased.
- We are no longer receiving the wage subsidy.
- One of the biggest accounts for July was the cost of the audit report. This has increased significantly. This is a synod allocated costs.

***That the Financial Statements as at 31st July 2020 be received* CARRIED**

***That the Creditors listed on the Schedule of Creditors for July 2020 be paid in August totalling \$10,391.26.* CARRIED**

- Warren also presented a report on financial clarity between our operating budget and our Capital Works programme.
- As a capital expense, the seismic strengthening work does not show on our operating budget. The cost will add to the depreciation cost. Depreciation is calculated on a 2% straight line basis.
- Consensus from Heritage NZ and our insurers is that we need to upgrade to at least 33% of the standard. As a public of public gathering, the Diocese require us to upgrade to 70% of the standard. The deadline for upgrading is 2050.

**11. FINANCE SUB-COMMITTEE** – No meeting. A new finance committee was appointed:

- The Dean, the Treasurer and the Wardens. Wendy to approach Catherine Chaney to ask if she would be willing to be co-opted for her skills.

**12. MAINTENANCE COMMITTEE REPORT** – Warren made the following comments:

- Seismic strengthening:
  - We have appointed PAUA and BECA and we are now committed to spending month.
  - Wardens to sign contracts.
  - The aerial scanning of the interior and exterior of the Cathedral will start on 7<sup>th</sup> September. This will produce a 3D model which will be a useful tool for fundraising. This will also be used to produce concept drawings which will assist in the final design drawings.

- Wendy then spoke about putting a project plan in place to give us a clear idea of what is required. It was suggested that a group could go to Taranaki to meet with the team there and discuss fundraising ideas. We could also approach Bryant Trust for funding advice. She commented that fundraising agencies are looking for value to the community of any grants received.

***It was moved that Vestry sign the contracts formally engaging Paua Architects Ltd as the local heritage Architect*** **CARRIED**

- Vestry agreed to the following plan:
  1. Initial assessment with design options – costing approximately \$130,000.
  2. Create our vision. This is an important piece of work we need to engage in – identify safe building / maintain taonga / vision of the Cathedra.
  3. Talk to Taranaki building team
  4. Talk to Bryant Trust to help with ideas.

***It was moved that the report be accepted.*** **CARRIED**

### **13. GENERAL BUSINESS:**

- Hire rates were discussed. Vestry agreed to increasing fees by 10%. Add fees to the website. Viv to update hire rates. People wanting to set up on Friday for a Saturday wedding to be charged for the Friday. Need to make it clear that if people cannot afford the cost, we can have a conversation about that.
- Ministry Team / Vestry team retreat day to be arranged to look at how we function as a team.
- Regional hui to be held at Cathedral on 12<sup>th</sup> September.
- Approval has been received for repairing the damaged windows.
- Conch shell now in Hamilton. There is still some work to be done to finish off.
- Report from Dr Peter Sergle regarding pruning of some trees to improved view of Cathedral.

### **14. NEXT MEETING:**

The next meeting will be held on **Wednesday 28<sup>th</sup> October 2020**

### **15. GOOD NEWS AND THINGS TO CELEBRATE:**

- Mele's installation went well. It was disappointing that her family could not attend.
- Weekend of 17 / 18 October – lots happening around the Cathedral that weekend. David Moxon is taking a tour of the Cathedral, the bell ringers are celebrating 70 years since the bells were installed, Guy Benton from Anglican Missions will be preaching and Mele will be arranging a young person's dinner on the Saturday. We will need an outside sound system. Bryan Bevege offered assistance.
- Bishop Justin Duckworth is preaching at the Cathedral on 13<sup>th</sup> September.

The meeting closed at 7.50 pm with The Grace.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_