



**MINUTES OF THE VESTRY MEETING
OF THE WAIKATO CATHEDRAL CHURCH OF ST PETER
HELD VIA ZOOM
ON 25th AUGUST 2021 at 5.30 pm**

Present:

- Bryan Bevege
- Rev'd Mele Prescott
- Tas Scott
- Walter Crookes
- Vivienne Thorpe
- Rev'd Blythe Cody
- Warren Turnwald
- Archbishop David Moxon
- Pat Clendon
- Mackenzie Steele

Apologies:

- Wendy Scott
- Dilip Kurien
- Andy Bryant

NOTES

ITEM	NOTES
MINUTES:	
MATTERS ARISING:	<ul style="list-style-type: none">• Eucharistic and Liturgist Ministers approval:<ul style="list-style-type: none">○ Pat Clendon to be removed from the list• Progress of repairs on Deanery – on hold at present• Performance review – Bishop David, Bryan Bevege and Rev'd Mele Prescott have meet with Viv. Went well.• Cleaning contract: 3 quotes received. Still have to give one months' notice is we change contractors. Vivienne outlined the quotes we received: Cleantastic \$1,082.50 + GST; Busy Bees Cleaning Services \$800.00 per month + GST; Clean Boss \$1,733.33 (plus GST). The question was raised if what we are paying the cleaner would give him a living wage. There was a discussion around cleaning offices when doors are closed and people are in meetings.• Liquor Licence – Bryan spoke to one of the liquor licencing inspector. Needs further discussion.• Event Manager – two responses – Walter Crookes and Dilip Kurien. Need to shoulder tap others to spread the load. Warren Turnwald, Bryan Bevege and Pat Clendon offered. May need to ask one more person.
GOOD NEWS AND THINGS TO CELEBRATE:	<ul style="list-style-type: none">• Rev'd Mele Prescott received a very strong affirmation for her first year of ministry from the congregation by applause. The occasion was very moving and appropriate in the unusual circumstances.

CORRESPONDENCE: Inward and outward	<table border="1"> <thead> <tr> <th data-bbox="472 210 967 277">Inward</th> <th data-bbox="967 210 1466 277">Outward</th> </tr> </thead> <tbody> <tr> <td data-bbox="472 277 967 591"> <ul style="list-style-type: none"> • Response from Archbishop Philip regarding Rev'd Blythe Cody's internship • Email from Jill Schumacher, Diocesan Office re Criminal Conviction History – these will now be charged • Letter of Variation to Contract – Ocean Daniel </td> <td data-bbox="967 277 1466 591"> <ul style="list-style-type: none"> • Letter to Archbishop Philip regarding Rev'd Blythe Cody's internship </td> </tr> </tbody> </table>	Inward	Outward	<ul style="list-style-type: none"> • Response from Archbishop Philip regarding Rev'd Blythe Cody's internship • Email from Jill Schumacher, Diocesan Office re Criminal Conviction History – these will now be charged • Letter of Variation to Contract – Ocean Daniel 	<ul style="list-style-type: none"> • Letter to Archbishop Philip regarding Rev'd Blythe Cody's internship
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PRIEST ASSISTANTS REPORT:	<ul style="list-style-type: none"> • Working on and thinking about lay ministry at the Cathedral and there are three people who Mele considers suitable for lay ministry. Mele will discuss with each of them and will take their names to Ministry Team and Vestry. • Confirmation service scheduled for 7th November. Looking to build a team to assist with the 6 weeks of classes. There are 9 young people between 8 and 15 years. Looking to invite other parishes. • Advent and Christmas Services – starting to plan for Advent and Christmas. • We have been looking at leave to ensure team wellbeing. 				
HEALTH & SAFETY:	<ul style="list-style-type: none"> • COVID situation is impacting how we can operate. Pastoral care of parishioners discussed. • Dilip will be arranging the Cathedral to allow for services which allow for social distancing. • Options were discussed. No services for Sunday 29th August. Updates to follow. • No incidents were reported. 				
WARDEN'S REPORT:	<ul style="list-style-type: none"> • Walter reported that he and Marlene went into the Cathedral to remove the dead flowers. • Staff meeting via held to ensure that staff were all well. • Another break-in under the Centre. Reed sensor has been requested. • Services are going well. It was noted again the affirmation for Rev'd Mele Prescott that she and the team are doing under the current circumstances. Bryan thanked all the team for their work and noted that the Cathedral seemed to be in good spirits at the moment. • Dilip is going up to the Cathedral at least twice a day during lockdown. 				
FINANCE REPORT:	<ul style="list-style-type: none"> • Tapping donation hardware discussed. Warren to investigate. • There was a discussion around the budget deficit and the possibility of asking parishioners to increase their giving. Could be linked to a stewardship sermon. 				
FINANCE SUB-COMMITTEE:	<ul style="list-style-type: none"> • Finance Sub-Committee met by Zoom. 				
MAINTENANCE COMMITTEE:	<ul style="list-style-type: none"> • Maintenance Committee have not met. • There has been another break-in under the Centre again. Warren has repaired the lock. • Deanery work dependent on Wendy and the builder. • Looking at refurbishing the toilets this year. 				

GENERAL BUSINESS:	<ul style="list-style-type: none"> • A short update was given on Dean Wendy’s health. • New People’s Dinner – postponed until 1st October and then 3rd December • Communications Director – contract ended 28th September. Bryan to discuss with Eon. Good feedback on newsletter and website. Three conversations to be had – one with Bishop’s office, secondly with 2 Wardens and ++David and then with Eon. • Request to use hall for blood drive through lockdown. Vestry reiterated the advice Viv had given that the Cathedral has to follow the protocols set down by the Archbishop. • There was a discussion around Advent and Christmas planning and the use to Te Reo Maori at the Midnight Mass. It was suggested that a way to let parishioners know if there would be any changes is to advertise in the pew sheet a couple of weeks prior. Rev’d Mele Prescott responded to the feedback the she and Rev’d Blythe Cody received. • Apology from Bryan Bevege for next meeting!
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MOTIONS

ITEM	MOTIONS	MOVED	SECOND
MINUTES:	<i>“That the Minutes of the Meeting of 28th July 2021 are confirmed as a true record discussions.”</i> CARRIED	<i>WT</i>	<i>WC</i>
MATTERS ARISING:	<i>“Moved that Vestry accept the Cleantastic quote for cleaning services.”</i>	<i>BB</i>	<i>WT</i>
GOOD NEWS AND THINGS TO CELEBRATE:	<i>“Moved that we record our appreciation of Rev’d Mele Prescott’s first year of ministry and the affirmation of the Cathedral congregation by acclamation.”</i>	<i>PC</i>	<i>TS</i>
CORRESPONDENCE: Inward and outward	<i>“That the Inwards correspondence be received and Outwards be approved.”</i> CARRIED	<i>WT</i>	<i>WC</i>
FINANCE REPORT:	<i>Accounts as presented for the 7 months to 31st July 2021 be received.</i> <i>Approval is sought for payments made from:</i> <i>The Imprest account - \$670.75</i> <i>Automatic payments and Direct Debits - \$49,011.42</i> <i>Inter account transfers - \$20,000.00</i> <i>Approval of payments to be made in August - \$3,729.29</i> CARRIED	<i>WT</i>	<i>TS</i>

**The next meeting will be held on Wednesday 22nd September.
The meeting closed at 7.08pm with the Grace.**

Signed: _____

Date: _____