



**MINUTES OF THE VESTRY MEETING
OF THE WAIKATO CATHEDRAL CHURCH OF ST PETER
HELD AT THE CATHEDRAL CENTRE, HAMILTON
ON 23rd JUNE at 5.30 pm**

Present:

- Bryan Bevege
- Mele Prescott
- Pat Clendon
- Walter Crookes
- Warren Turnwald
- Bishop David Moxon
- Robin Olds
- Mackenzie Steele
- Tas Scott
- Dilip Kurien

Apologies:

- Dean Wendy Scott
- Andy Bryant

NOTES

ITEM	NOTES
MINUTES:	
MATTERS ARISING:	<p>Lay Minister Approval – see list attached to Agenda The list provided is for Eucharistic ministers, not Lay ministers as requested. Some discussion on who needed to be on the Eucharistic minister list was had (Warren and Min Turnwald to be added, Francis Charleton to be removed). List supplied to be withdrawn and amended. List of lay ministers still needs to be supplied, Mele indicated that there appears to be one (Bryan Bang).</p> <p>Honorariums Action points noted.</p> <p>First Aid Training We may want to ask for \$20 koha, or allocate funds from training budget. Out of the options, the Red Cross 4-hour course was agreed upon. A need to shoulder-tap parishioners (particularly who sit at the back) and get a list of already-qualified parishioners was noted.</p> <p>Cleaning Contract The current cleaners contract ends on the 1st July. The current cleaning company (Cleantastic) has someone to replace the current cleaner (Chantelle), who would like to have a handover if we switch providers. The contract and schedule of things to be done exist, but many things on the list do not get done and the schedule needs to be reviewed.</p> <p>Liquor Licence Dilip has talked to people at Wintec, who reported that some rules around supplying liquor are convoluted. This is being worked on. This will allow us to hold different types of fundraisers and event. We are waiting for Wintec contacts to get back to us.</p>

GOOD NEWS AND THINGS TO CELEBRATE:	
CORRESPONDENCE: Inward and outward	
ACTING DEAN'S REPORT:	<p>Mele and Dean' Warden. Rosters done, teams happy when asked for feedback. 5 baptisms with more upcoming. Funeral upcoming with parents in UK so keep sisters in prayers. Patronal festival this Sunday will be huge with cake and champagne. Mele and Trevor Gibbs doing Linda Jones rest home, Blythe Cody halfway through her studies and Mele has been asked to supervise Blythe's hours by Stephen Black. Viv looks after a lot pastoral issues – thanks to Viv and Warren for looking after Jean after her grandniece died, and to Viv for looking after Ocean when a man followed her up the stairs. Children's ministry going well but there are gaps (a roster for the second person would be handy particularly for when Cecily is away). Thanks to Dilip for driving Wendy Tyrell while unable to drive. Mele thanked everyone for support, and Dilip for keeping everything running and warm. Bryan acknowledged the work Mele is doing.</p>
HEALTH & SAFETY:	<p>Karen Morrison-Hume</p> <p>Advice was obtained from People's Project on rough sleepers around the Cathedral. We can now refer straight on to People's Project. The last group of rough sleepers (who may have damaged the window) have moved on. For dealing with dangerous people on site, a discussion at a recent clergy meeting discovered an incident from several years ago where Phil Wilson was threatened with a knife in St Anne's Chapel and a panic button may be useful in that area (as there are no other exits). A wired system would be an issue due to asbestos. Noted that kitchen door is repeatedly unlocked, and beam repeatedly turned off.</p> <p>General</p> <p>Kettle in the vestry needs to be on the table not the cupboard. Tas noted an injury getting off a scaffold.</p>
WARDEN'S REPORT:	<p>Event manager – an issue where Rachael went home before Quintet concert, it is important to ensure those who say they will stay will in fact stay. There is a form for non-church events, can be amended so an event manager is appointed and they sign that form. Can also charge an extra \$50 for the event manager. Some discussion about requirements took place.</p>
FINANCE REPORT:	<p>Covers two months. Finance committee gone through in detail.</p>
FINANCE SUB-COMMITTEE:	
MAINTENANCE COMMITTEE:	<p>Progress of Deanery Repairs</p> <p>Builder is waiting on painter before giving a quote, and is trying not to employ a tiler due to cost and small number and age/rarity of the tiles (splashbacks could be an alternative, Graham and Dean Wendy are happy with this). The pool needs fixing as well. Work can be started in 2 weeks or 2 months, with the latter chosen due to health. The alternative accommodation is suitable. It will take 5 weeks to do the work. Rent on alternative accommodation is not yet known.</p>

	<p>General</p> <p>Few people at Maintenance Committee.</p> <p>Dean Lightfoot’s daughter asked to put ashes and plaques in sanctuary in September. Discussion around how to restrict so Deans, Bishops, and long-official roles can be in sanctuary otherwise in memorial garden.</p> <p>Conch is bronze (resin and concrete won’t be the same) and green marble plinth will be reinforced with bars bent at the top and the bottom so conch cannot be easily removed. A sensor light was suggested. Plaque to be put in under pear tree.</p> <p>HCC heritage fund, application invite was lost but Warren is putting in earthquake strengthening application for the grant which is due in a week.</p> <p>Fundraising committee met, will do monthly, is not formal, will invite extras (Eon for website, for example), chairman needed.</p> <p>Plumber looking at gas heaters. There are 2 broken tiles over where roof leak is.</p>
<p>GENERAL BUSINESS:</p>	<p>Update on Dean Wendy</p> <p>Dean Wendy is receiving professional support, is seeing visitors. No dates confirmed yet.</p> <p>Concert Opus Orchestra</p> <p>As long as it doesn’t disrupt services and with normal hire fee and rental agreement, it is fine, Viv is coordinating. Can offer a catering package as well.</p> <p>Publishing photos of children – photo consent form</p> <p>David asked to look at this, parental consent required under church canon. Kerry Burrows raised issue of putting photos on the website, it is not forbidden but not recommended.</p> <p>Boundary course – Title D</p> <p>Individuals to do themselves unless they wanted support – support can be arranged.</p> <p>Fundraising group</p> <p>A suggestion from Ken Williamson was to pull 5-page vision document from Peter Rickman down to 1 A5. There may be multiple of these for different audiences. Statistics are being pulled together for this so the information on what we do for and in the community is easily accessible for potential funders. The A5 can lead into a website and larger documents.</p> <p>General</p> <p>David talked to Rachael about organs – Dilip and Rachael happy on placement of Hammond organ. This goes into the vision of an uncluttered space from 2009.</p> <p>Viv asked Vestry to consider performance and salary review for her role. Dean’s representatives to look at. Cost of Living will be taken into consideration and backdated to when it was approved.</p>

MOTIONS

ITEM	MOTIONS	MOVED	SECOND
<p>MINUTES:</p>	<p><i>“That the Minutes of the Meeting of 14th April are confirmed as a true and accurate record.”</i></p> <p>CARRIED</p>	<p>Walter</p>	<p><i>Tas</i></p>
<p>MATTERS ARISING:</p>	<p>Cleaning Contract</p> <p><i>“That Vestry authorises the Dean’s warden with the assistance of Pat, Warren, and Dilip to review the schedule and appoint a new cleaner.”</i></p>	<p>Walter</p>	<p>Tas</p>

GOOD NEWS AND THINGS TO CELEBRATE:			
CORRESPONDENCE: Inward and outward	Circulated at the meeting in file and tabled. <i>"That the Inwards correspondence be received and Outwards be approved."</i> CARRIED	Bryan	Walter
ACTING DEAN'S REPORT:			
HEALTH & SAFETY:			
WARDEN'S REPORT:			
FINANCE REPORT:	<i>"That the accounts for April and May as presented be received."</i> <i>"That accounts and payments made for April and May be approved, of \$30,882.38 in direct debits and automatic payments and \$19,524.81 as Imprest account charges in May."</i>	Warren Warren	Tas Pat
FINANCE SUB-COMMITTEE:			
MAINTENANCE COMMITTEE:	<i>"That we proceed with the green marble plinth at 900mm high for conch shell."</i> <i>"That we authorise replacing the plaque for the pear tree."</i>	Warren Warren	Tas Pat
GENERAL BUSINESS:	<i>"That David, Mele, and Bryan carry out an appreciative review of Viv's performance, duties, and salary"</i>	Bryan	Warren

ACTION POINTS

ITEM	ACTION POINTS	RESPONSIBLE
MINUTES:		
MATTERS ARISING:	<p>Lay Minister List Mele and Viv to supply lay minister list and Eucharistic minister list – a spreadsheet of roles may be useful.</p> <p>Honorariums Being looked at</p> <p>First Aid Training Finalise quotes and look at allocating funds for 15 people to attend the course. Advertise in pew sheets, compile a list of those who already have a current first aid certificate, and get welcomers to do the training.</p> <p>Cleaning contract Review and revise schedule before current contract ends. Pat to clean in weeks between contract ending and new contract beginning.</p>	<p>Mele, Viv</p> <p>David Moxon, Mele, Bryan Bevege</p> <p>Finance committee</p> <p>Mele and Viv</p> <p>Bryan, Pat, Dilip Pat (thanks)</p>

	Liquor Licence Report on progress with Wintec contacts next meeting	Dilip
GOOD NEWS AND THINGS TO CELEBRATE:		
CORRESPONDENCE:		
ACTING DEAN'S REPORT:	Send roster for morning tea to Pat. Let Graham know the children will be in the Cathedral and the conference room will be set up for people to leave their plates for this coming Sunday.	Mele Mele
HEALTH & SAFETY:	Karen Morrison-Hume Place reminder in pew sheet to lock kitchen door. Viv and Warren to replace sign on kitchen door with "lock door" and a bright yellow key image. Put a key in the cupboard to kitchen door. Relocate beam power source away from display cupboards. Bring up issue with door to Sunday school being left open at staff meeting, and raise this with Graham. Talk to Select Alarms about panic button. General Robin is taking responsibility for moving the kettle before the 10am each Sunday.	Viv Viv and Walter Walter Tas Mele, Bryan Bevege Warren Robin Olds
WARDEN'S REPORT:	Update the event form so event manager is appointed and signs.	Viv
FINANCE REPORT:		
FINANCE SUB-COMMITTEE:		
MAINTENANCE COMMITTEE:	Progress of Deanery Repairs Follow up on insurance and rent for alternative accommodation. General Find out if interring ashes in sanctuary can be done (Faculty Committee). Look at the possibility of a sensor light for the conch.	Bryan Bevege David Moxon Warren
GENERAL BUSINESS:	Concert Opus Orchestra Continue liaising Talk to Viv about catering package Publishing photos of children Do research on health and safety. No photos of children on websites and pewsheets in meantime unless parents talked to one-on-one. Fundraising group Set a date to look at vision document	Viv Pat Tas Everyone Tas

**The next meeting will be held on Wednesday 28th July
The meeting closed at 8.10pm with the Grace.**

Signed: _____

Date: _____