



**MINUTES OF THE VESTRY MEETING
OF THE WAIKATO CATHEDRAL CHURCH OF ST PETER
HELD AT THE CATHEDRAL CENTRE, HAMILTON
ON 25th NOVEMBER 2020 at 5.30 pm**

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| PRESENT: | The Very Rev'd Wendy Scott (Chair), Walter Crookes, Bryan Bevege, The Rev'd Wendy Tyrrell, Evan Harris, Warren Turnwald, Tas Scott, The Rev'd Mele Prescott, Vivienne Thorpe (Minute Secretary), Eon Malan | ACTION |
| APOLOGIES: | Stuart Meehan, Dilip Matthan, Andy Bryant | |
| WELCOME: | Wendy Scott welcomed everyone to the meeting and opened with prayer. | |
| COMMUNICATIONS | Eon Malan gave a presentation to Vestry on the updated website and his role. There was discussion around: <ul style="list-style-type: none"> • TV in foyer of Cathedral • Digital sign at bottom of the hill • Wedding Expo planned for 2021 • Christmas advertising • 20th Dec – BECA will be showcasing the work and planning going into the seismic strengthening | |
| MINUTES: | <i>"That the Minutes of the Meeting of 28th October 2020 are confirmed as a true and correct record.</i> CARRIED | |
| MATTERS ARISING: | <ul style="list-style-type: none"> • Notes from the Vestry team day <ul style="list-style-type: none"> ○ Vestry was asked if they felt they were a fair representation of the day and if they were happy to take the 6 points and develop them ○ There was a discuss round how we introduce them to the Cathedral family and it was suggested we could use them as a basis for a six week preaching series in 2021 looking at how each person brings these values to everything you do • Report from Peter Sergil – still waiting • Concert Management: <ul style="list-style-type: none"> ○ The Dean raised the issue of the need to have someone at each event held in the Cathedral facilities ○ It was suggested that we have a team on a roster who are trained. Training would include Wendy Scott, Mele Prescott, Blythe Cody and Daryl Smart and would be an evening training session ○ Unrealistic to expect one person to be available for every event ○ The person representing the Cathedral cannot be involved in the running of the event ○ Clear communication around what is expected is needed | |

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| | <ul style="list-style-type: none"> ○ We need to find a team. At the moment that will include Dilip, Walter and Warren ○ It was suggested we could pay others who want to be involved in the life of the Cathedral and perhaps pay them a nominal fee ○ An event checklist will need to be developed | |
| CORRESPONDENCE: Inward and outward | <p>Inward:</p> <ul style="list-style-type: none"> ● Thank you card from the Raiti Whanau for the memorial Evensong service ● Letter from insurers regarding renting of church premises <p>Circulated at the meeting in file and tabled.</p> <p><i>"That the Inwards correspondence be received and Outwards be approved."</i></p> <p style="text-align: right;">CARRIED</p> | |
| DEAN'S REPORT: | <ul style="list-style-type: none"> ● Still a significant amount of time being spent on the seismic project ● Advent planning underway. Wendy has invited a number of local dignitaries to be readers for the Nine Lessons & Carols Service ● Staff team is working really well and Wendy is very happy with how things are working at the present time ● Advent / Christmas services – there will be no change this year. Cruz Karauti-Fox will be preaching on Christmas Eve and ++Philip will be attending. | |
| HEATH & SAFETY: | <ul style="list-style-type: none"> ● H & S Committee has not met ● There have been no incidents recorded ● Issue of the kneelers was discussed – Walter suggested that moving the cushions up would alleviate the problem ● Warren reported that he has completed the Asbestos Management Report. The survey confirmed that there is asbestos under the Sanctuary from lagging from the old boiler system. We need to ensure we have signage pointing out the hazard and that we do not let anyone under the Sanctuary without correct PPE. Asbestos has been found in the bell tower cement around the windows. This is not considered a risk as the asbestos is bound up in the cement. The califont in the garden shed is presumed to have asbestos. There will be further ramifications when Beca start on their engineering plan. Beca has been sent a copy of the report. ● It was suggested that our current contractors site induction form needs to be updated and each contractor who comes onsite sign the form. | |
| WARDEN'S REPORT: | <ul style="list-style-type: none"> ● Pleasing to see the number of young people coming to service. ● Social Club: <ul style="list-style-type: none"> ○ Spencer Heald's presentation was well attended by 30 people ○ Preparations are underway for the Christmas lunch ○ Midnight Mass preparations are underway. We need volunteers to assist with setting up the Cathedral. We need Walter to train helpers ○ There will be a retiring collection | |

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| FINANCE REPORT: | <ul style="list-style-type: none"> • Warren noted that giving was up • With reference to Mele’s rental accommodation – it was noted that the homeowner did not require a bond to be paid • Increased spending includes shop for Christmas stock and lectionaries, project expenses and the Asbestos Report <p><i>Moved that the Financial Statements as at 31st October 2020 be received.</i> CARRIED</p> <p><i>Moved that the Creditors listed on the Schedule of Creditors for October 2020 be paid in November totalling \$8,623.42.</i> CARRIED</p> <p><i>Moved that \$13,399.00 be paid through the Imprest Account.</i> CARRIED</p> | |
| FINANCE SUB-COMMITTEE: | <ul style="list-style-type: none"> • Bryan and Warren went through the accounts. There are some items that Warren needs to clarify with TIML | |
| MAINTENANCE COMMITTEE: | <ul style="list-style-type: none"> • Seismic strengthening – this group is being fortnightly • An invitation has been sent to Group 1 people for a meeting on 1st December • Working on appointing a quantity surveyor. Two firms have responded. Kingston have been selected. There cost is \$12,000 + \$2,000 for up to three meetings • The quantity surveyor report will give a cost of the project <p><i>Moved that the Kingston be appointed as Quantity Surveyors for the seismic strengthening project.</i> CARRIED</p> <ul style="list-style-type: none"> • Christmas Start has been put up. After Christmas, the star and cross will be taken down for refurbishment. • Wendy Scott raised the issue of leaks in the Deanery and asked the maintenance sub-committee to look at the deteriorating plastic piping. She also advised that when there is heaving rain water comes under the house and into the office. Warren and Tas to meet with the plumber. • Window – update on repair – the glazier is aiming to complete repairs next week depending on weather. Installing toughened glass over the Te Deum window was discussed. Not seen as viable as the mullions were not strong enough to hold the glass. Cleaning of the window was also discussed. • Conch shell – no response to Warren’s email. Wendy to phone. | |
| GENERAL BUSINESS: | <ul style="list-style-type: none"> • Wedding Expo – planning for a wedding expo at the Cathedral was underway. Would start on Friday and finish on Sunday after service. We would have preferred suppliers, eg Ethos Café and a photographer. <p><i>Moved that a budget of \$2,000 be allocated for the Wedding Expo.</i> CARRIED</p> <ul style="list-style-type: none"> • First aid kits – Viv to check | |
| NEXT MEETING: | The next meeting will be held on <u>Wednesday 24th February 2021</u> | |

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| <p>GOOD NEWS AND THINGS TO CELEBRATE:</p> | <p>Mele:</p> <ul style="list-style-type: none"> ○ Mele took 7 baptisms in November ○ Mad Hatters Tea Party had good feedback ○ 'Pop Up Life Group' going well with 13 young people meet over 2 nights and are well engaged. Looking to do another 2 weeks in December. <p>Blythe:</p> <ul style="list-style-type: none"> ○ Doing well ○ Community lunch preparations going well ○ Warren said he may be able to access a cooler on a trailer from the Scouts | |
| | <p>The meeting closed at 8.25 pm with the Grace.</p> | |

Signed: _____

Date: _____