



**MINUTES OF THE VESTRY MEETING
OF THE WAIKATO CATHEDRAL CHURCH OF ST PETER
HELD AT THE CATHEDRAL CENTRE, HAMILTON
ON 24 February 2021 at 5.00 pm**

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| PRESENT: | Bryan Bevege (Chair), Tas Scott, Andy Bryant, Stuart Meehan, The Very Rev'd Wendy Scott, Warren Turnwald, Evan Harris, Walter Crookes, Dilip Matthan, The Rev'd Mele Prescott, Eon Malan, Mackenzie Steele, Vivienne Thorpe | ACTION |
| APOLOGIES: | | |
| MINUTES: | <i>"That the Minutes of the Meeting of 25th November 2020 are confirmed as a true and correct record. Carried</i> | |
| MATTERS ARISING: | <ul style="list-style-type: none"> • Peter Sergill – recommended Treescapes – Warren to follow up. • Contractors induction format – Tas WIP – Warren has done a notice and a plan regarding the asbestos – if contractor needs to work in area where asbestos is they will need permission and PPE. • Concert management – training evening needs to be arranged with volunteers - Dilip and Walter. • Deanery – new stove is working well. The plumbing issues still be to resolved and damaged areas need to be repaired. Warren, Bryan and Stuart did an inspection and it was that a fence requires some repairs, the heating checked was checked. We are waiting report from plumber before reinstating the ceiling • Fire extinguisher from the back of the Cathedral has been moved to Dean's Vestry as it was an electrical fire extinguisher. | |
| EVALUATION OF MONTH: | <ul style="list-style-type: none"> • Evaluation – Bryan and Lynn have a desk file on how to be a server and wanted to if there is a desk file / training file online? Viv to have a look • Mackenzie is now working with the acolytes, working to build a community around acolytes. • Training sessions will be offered after service on a Sunday or an evening – 2 or 3 opportunities for each area of service to be trained. This will include morning tea servers as well – it was nice to see the 8.00am morning tea service growing. | |
| CORRESPONDENCE: Inward and outward | No correspondence was tabled. | |
| DEAN'S REPORT: | <ul style="list-style-type: none"> • The Dean talked about royal commission re abuse in churches and those in state care. Provincially we are trying to ensure a standard of licencing by ensuring extra training – if you sign as member of vestry, you agree to adhere to the laws of the church. All licence holders are required to do boundaries training. Does that include Vestries? Expectation of office holders in the church is high. The | |

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| | <p>expectation is that all those who sign a declaration to Te Pouhere will be required to do the boundaries training.</p> <ul style="list-style-type: none"> • Preparation for AGM – encouraged to speak with others and invite them to be a part of Vestry. • Confirmation courses to be held after Eater. • Other training - EFM – 4 people, there are 4 people doing Scope, and a number of people looking at the discernment course. • Mele – is now doing the rosters. • Wendy would like to send Mele to Wellington to look at how they do intergeneration service – families coming to our Cathedral for choral Eucharist can cause tension between children and older generations. Families want choices. Anything with growth causes tension. Asking vestry members to be the frontline of grace. | |
| HEATH & SAFETY: | <ul style="list-style-type: none"> • Not formally met – no incidents recorded. Overriding items have been Covid and the seismic strengthening. | |
| WARDEN'S REPORT: | <ul style="list-style-type: none"> • Walter raised a couple of issues of last Sunday's service – cleaning up / closing up. • Sound system – Drew Mollison from Music Works came and did a walk through with Wendy, Warren and Bryan to look at the sound system and the issue of hearing loop. His report was discussed. As everybody is having different issues, the problem may be with different hearing aids • One speaker is an issue – it is too old, too far away and will lend itself to lots of feedback. Questions raised: 1) if we put a full system in can we take it out and not be affected; 2) or can we work on upgrading in stages. Next task for Bryan is to work out budget. | |
| FINANCE REPORT: | <ul style="list-style-type: none"> • Preliminary EOY account received today. • Bad news is that we spent budget surplus on seismic strengthening. • Shop made a small loss. • Treasurers report – to await final accounts. • BECA – waiting for clarification on invoice. This is the last invoice for the first stage of the work. • Wendy asked if we can show at AGM the benefits of the grants received from Diocese – wage subsidy, and how grateful we are to the Cathedral family for their continued support during Covid. • <i>'Moved that preliminary December EOY accounts be tabled noting that we are awaiting final adjustments.'</i> <i>Carried</i> • <i>'Moved that the creditors be accepted subject to being circulated.'</i> <i>Carried</i> • Budget needs to be reviewed by Vestry before AGM – half hour meeting to be held to review budget. Tas asked for a maintenance budget to be included. • Vestry to meet Wed 10th March at 5.30pm – 6.30pm. Meeting to be confirmed. | |
| FINANCE SUB-COMMITTEE: | No report from the Finance Sub-Committee | |

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| <p>MAINTENANCE COMMITTEE:</p> | <ul style="list-style-type: none"> • The maintenance committee has been fully occupied with seismic strengthening. The architect has done a presentation for council with Mark and Chris. • Good workshop was held recently with 15 people attending. • It was suggested that a monthly men's breakfast be set up. • Conch shell away at present, plinth has a nasty crack – options for solutions was discussed. • Plaque under pear tree has been removed to be replaced and put in an accessible position. • Pool at the Deanery still continues to leak. Waiting for pool to be finished being used then emptied and assessed. | |
| <p>GENERAL BUSINESS:</p> | <ul style="list-style-type: none"> • Eon Malan presented information the Cathedral's online presence. Facebook is kept current, videos well received, and the newsletter is working well. • He has contact at Stuff and has invited them to events, but we need to invite them to bigger events. • Eon was asked if he had been in touch with Creative Waikato – advertising Cathedral as a venue? • TV in foyer of Cathedral is working well. He still had to add Stephen's clip to TV. • He is asking for more content from people. • Is there is a need to post to older folks? We will add it to the mail out in the first week of month and do a larger print run. Andy Bryant commented that it was very good but that people not aware that it is available. Eon to add a separate Mailchimp list for group 2 stakeholders and to add city wide churches and parishes. • Wendy would like to send newsletter to older parishioners in rest homes. • The action plan for Level 2 lockdown is all set. • Bells to be recorded in next week or two. • Music – Eon will record some music. • The current video recorder has a 29 minute lockout which means it stops recording after 29 minutes. The new recorder could be used for vespers. The biggest issue is the sound. The new recorder is a Zoom product \$800 cost and can be connected to sound system. Suggested permanent mics installed in Sanctuary for choir. Zoom products are designed for music and voice and used for concerts. • Suggested that we use the money from the Diocese for video. • What do we want to achieve in the short term? To ensure people who can't come to the Cathedral see and hear the music/choir. That would be a priority for some parishioners. • Eon said there is a constant issue with YouTube re copyright. We need an online/streaming licence. Stephen Black is working on that. • Streaming licence comes through CCLI – need to discuss with Rachael. | |

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| | <ul style="list-style-type: none"> • Will need an operator to look after video recorder – set up, - add to someone’s duty for Sunday. It was suggested Eon could teach Jackson. • Part of our role as a Cathedral is how do we support the city churches? • Cathedral to host a dinner party for city churches with ++Richard to discuss internet support, communication skills, and what can we offer them. To invite vestries, parish councils, church leaders. • Events publicity. At present the perception of concerts held here is that they are very churchy. Perhaps look at other styles of music: <ul style="list-style-type: none"> ○ Light party – organ students to play ○ Candlelight Concerts ○ Evening of Anthems ○ TGIF – Friday concert / Songs of Praise • There are issues with grand piano getting damp in the Cathedral. • Songs & Prayer Service – first one was very encouraging. We are experimenting with other instruments. This service could be a vehicle for trialling new things • Ministry Team interesting in reviewing the pew sheet – wanted to make a conversation with people – what do they want to communicated, what do they want to keep – one monthly newsletter – pew sheet becomes liturgy and music only. • Put names for birthdays in monthly newsletter – in-house only • Announcements at church – advising we are trialling this – feedback form. • Target old parishioners • AGM – to be held in church • Vestry retreat – to be set after AGM • Scrutineers to be appointed | |
| NEXT MEETING: | The next meeting will be held on <u>Wednesday 28 April 2021</u> | |
| GOOD NEWS AND THINGS TO CELEBRATE: | <ul style="list-style-type: none"> • Walter asked if vestry were interested in standing again. • Winter camp organised. • Offerings going up and more people attending. • Mackenzie will be taking Vestry minutes. • Chair for AGM – looking for someone to chair the meeting. • Thanks to Viv – last vestry meeting. • Most things are good at the moment. | |
| | The meeting closed at with the Grace. | |

Signed: _____

Date: _____