



**MINUTES OF THE VESTRY MEETING
OF THE WAIKATO CATHEDRAL CHURCH OF ST PETER
HELD AT THE CATHEDRAL CENTRE, HAMILTON
ON 26th MAY at 5.30 pm**

Present:

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| • Bryan Bevege | • Walter Crookes | • Vivienne Thorpe |
| • Mele Prescott | • Dilip Kurien | (Minute Secretary) |
| • Tas Scott | • Andy Bryant | |

Apologies:

- | | | |
|---------------------------------|---------------------------------------|----------------------------|
| • The Very Rev'd
Wendy Scott | • Mackenzie Steele
Warren Turnwald | • The Rev'd Bryan
Smith |
| • Pat Clendon | | |

NOTES

ITEM	NOTES
MINUTES:	<i>Bryan Bevege chaired the meeting however he had to leave early. The meeting was then chaired by Archbishop David Moxon. The quorum not met and so all decisions must be ratified.</i>
UPDATES	Bryan Bevege updated the meeting on a number of matters: <ul style="list-style-type: none"> • Diocesan Training – all office bearers will need to complete the Boundaries training. This includes the Administrator. This training is to maintain standards and patterns of behaviour. • Bryan spoke of the meeting he had with the plumber and builder regarding the ongoing issue of leaks in the Deanery. The question was raised if we wanted the tiling in all bathrooms to be re-established. This will add to the cost and the timeframe of repairs. It was decided that gibbing with appropriate waterproofing materials would be sufficient. • Young Church – Graeme Munford will continue to help with the young people.
MATTERS ARISING:	<ul style="list-style-type: none"> • Kitchen door – Walter will arrange for the door to be locked. • Lay minister approval – training being offered on 30th May relates to Sanctuary protocols, not lay licences. • Honorariums – came out of a question raised by the Diocesan office. Need to review honorariums. • BWOFF book and WSP contract – annual inspection passed, current documents have been placed in the BWOFF book, contract has been signed and returned to WSP. It was noted that the Fire Separations' Access confirmation was not applicable to the Cathedral. • Accommodation for Dean – there has been an offer of accommodation for the Dean and her family while repairs are undertaken at the Deanery.
CORRESPONDENCE: Inward and outward	<ul style="list-style-type: none"> • Inward: <ul style="list-style-type: none"> ○ SoundCloud Renewal confirmation – this is the website we load our service recordings onto to link to the Cathedral website

	<ul style="list-style-type: none"> ○ Nigel Kapoor sent an email giving an update on the Night Shelter meals provided by St Peter's Men's Group. ○ Waikato Diocesan Trust Board re fundraising. This was discussed in detail. A reply to be sent. ○ WSP sent through a new contract to provide services for Building Warrant of Fitness including annual inspection. Contract has been signed and returned, annual inspection completed and current documents have been filed in the BWOFF book together with a copy of the signed contract. ○ The Rev'd Wendy Tyrrell sent an email asking for a meeting with the engineers regarding the bells and bells tower. ● Outward: <ul style="list-style-type: none"> ○ WSP – signed contract returned to WSP. ○ Letter to British Consul General re Memorial Book for HRH Prince Philip.
DEAN'S REPORT:	<ul style="list-style-type: none"> ● No Dean's Report due to absence.
ASSISTANT PRIEST'S REPORT:	<ul style="list-style-type: none"> ● Rev'd Mele Prescott spoke of her role at the Cathedral. She has responsibility for: <ul style="list-style-type: none"> ○ Ministry to young people including baptisms. The number of baptisms has now dropped off ○ She is working with a new family ○ Mele is hosting a Life Group each week. The number of people attending range from 8 – 12. These are young people from the Cathedral and St John's Methodist Church. They are working through the Alpha course which is a good tool for this generation many of who are professionals and Mele finds the discussions very profound. Alpha allows them to ask the question in a structured programme. ○ Mele is now responsible for rosters and is looking at the July to September roster. ○ She outlined a number of roles she has picked up in Wendy's absence. These include: <ul style="list-style-type: none"> ▪ Rest home services – Linda Jones (monthly) and Awatere (3 for the remainder of the year). ▪ Managing the office. ▪ Supervising Blythe Cody's internship. ▪ Undertaking pastoral visits and liaising with Robin Olds. ▪ Phone enquiries. ▪ Supervising the children's ministry – Cecily and Ocean. ▪ Looking at how the Patronal Festival on 27th June will look. Phil Wilson has agreed to preach. Archbishop Philip will be visiting. ▪ She commented that she was receiving good feedback and support. ▪ The Ministry Team has discussed services and hospitality training – how do we get around new people and visitors. ● Vestry reiterated to Mele the importance of keeping them informed on how she was doing and to let the Wardens know if things were becoming too much.
HEALTH & SAFETY:	<ul style="list-style-type: none"> ● No incidents reported. ● Concern raised about vagrants onsite. Recommended that we approach Anglican Action.

	<ul style="list-style-type: none"> Issues around traffic raised, particularly when driving behind the Cathedral. The road by the Dean's Vestry is very narrow and when large SUV's are parking on the grass it can make visibility difficult. It was suggested that a site plan including parking and security be established. First Aid Certificates. Recommended that we investigate how much it would cost to hold a training session here for First Aid Certificates.
WARDEN'S REPORT:	<ul style="list-style-type: none"> The Warden's Report was tabled. Walter raised the issue of the number of whiteboards in the hall and asked if we could dispose of some of them. Aumbry lock jammed again. F Price & Sons has been called.
FINANCE REPORT:	<ul style="list-style-type: none"> No report received as Warren was away.
FINANCE SUB-COMMITTEE:	<ul style="list-style-type: none"> No report received as Warren was away.
MAINTENANCE COMMITTEE:	<ul style="list-style-type: none"> Vestry was asked to instruct the Maintenance Committee to check the high gutters. It was identified that there was a need to have regular schedule for clearing of the gutters to prevent leaks into the Cathedral. To be discussed with Warren.
GENERAL BUSINESS:	<ul style="list-style-type: none"> The issue of the Bishop's Board was raised. Andy Bryant asked Vestry to move the Bishop's Board to above the Dean's Board. ++David excused himself from the discussion. Vestry was advised that Bishop Helen-Ann Hartley had decided where the Bishop's Board should be placed. Leak above the Dean's Board needs to be resolved. Improving access behind the Cathedral. Andy Bryant raised the issue of the very narrow driveway to behind the Cathedral. With the size and the number of cars parking on Cathedral grounds, this is becoming problematic. Cleaning contract – our cleaner has advised that she is selling the cleaning franchise. It was decided this was a good opportunity to review what we needed in our cleaning contract. Liquor licence – at previous Vestry meetings the issue of the need to have a liquor licence was discussed. New legislation covers the provision of alcohol not just the sale of alcohol. No-one has been tasked to do the necessary research.

MOTIONS

ITEM	MOTIONS	MOVED	SECOND
MINUTES:	<i>"That the Minutes of the Meeting of 28th April 2021 are confirmed as a record of discussions with some discrepancies."</i> CARRIED	<i>Walter Crookes</i>	<i>Tas Scott</i>
CORRESPONDENCE: Inward and outward	<i>"That the correspondence tabled be accepted."</i> CARRIED	++David	
GENERAL BUSINESS:	<i>"That the issue of access behind the Cathedral be added to the site plan for the seismic strengthening project."</i>	Andy Bryant	Tas Scott

ACTION POINTS

ITEM	ACTION POINTS	RESPONSIBLE
MATTERS ARISING:	<ul style="list-style-type: none"> • Kitchen door • Honorariums – questions were raised by the Diocesan office – need to check with Phil Wilson 	Walter Crookes Viv Thorpe
CORRESPONDENCE:	<ul style="list-style-type: none"> • Waikato Diocesan Trust Board re fundraising. A letter to be written thanking them for their insights and that we understand there will be a natural delay while we do preliminary work setting up a committee. 	Wardens
HEALTH & SAFETY:	<ul style="list-style-type: none"> • Approach Anglican Action re vagrants. • Discuss with Warren site security. • First Aid Certificates. Investigate how much it would cost to hold a training session here for First Aid Certificates. 	Viv Thorpe
MAINTENANCE COMMITTEE:	<ul style="list-style-type: none"> • Maintenance Committee asked to look at preparing a schedule to have the gutters cleared on a regular basis. 	
GENERAL BUSINESS:	<ul style="list-style-type: none"> • Cleaning contract: <ul style="list-style-type: none"> ○ Review current contract ○ Discuss current contract with new owners ○ Report back to Vestry • Liquor licence – research our obligations. Dilip to send through contact he has at Wintec. • ++David would like to approach Rachael and the other organists regarding the number of organs in the Sanctuary and where they are placed. The Donald Barriball Memorial Chamber Organ and the Vox organ are stored at the back of the Sanctuary. The plan of the refurbishment in the 1990's was that there would be a clear line of sight from the pews, to the altar, the high altar with candles and the Te Deum window as the main focus in the Sanctuary. ++David would like to discuss with Rachael as Director of Music the possibility of moving the Donald Barriball Memorial Chamber Organ to the side of the Sanctuary under the pipes of the large organ, and the store the Vox organ in the choir Sanctuary. 	Dilip Kurien & Pat Clendon Tas Scott ++David

**The next meeting will be held on Wednesday 23rd JUNE
The meeting closed at 7.50pm with the Grace.**

Signed: _____

Date: _____