



**MINUTES OF THE VESTRY MEETING  
OF THE WAIKATO CATHEDRAL CHURCH OF ST PETER  
HELD IN THE CATHEDRAL BOARDROOM, HAMILTON  
ON 23<sup>rd</sup> FEBRUARY 2022 at 5.30 pm**

<b>PRESENT:</b>	Bryan Bevege (Chair), Walter Crookes, Rev'd Mele Prescott, Pat Clendon, Andy Bryant, Tas Scott, Warren Turnwald, Vivienne Thorpe (Minute Secretary), Archbishop David Moxon arrived late.	<b>ACTION</b>
<b>APOLOGIES:</b>	Rev'd Blythe Cody, Dilip Matthan.	
<b>WELCOME:</b>		
<b>MINUTES:</b>	<i><b>"That the Minutes of the Meeting of 19<sup>th</sup> January 2022 are confirmed as a true and correct record.</b></i>	<b>WT WC</b>
<b>MATTERS ARISING:</b>	<ul style="list-style-type: none"> <li>• Liquor Licence – Bryan has not yet had a chance to follow up.</li> <li>• Tapping donation – paper work all done – just needs to be sent</li> <li>• The question of the pastoral care encounter that Rev'd Blythe Cody had that was discussed at the previous meeting was raised. Mele and Blythe to speak with the family.</li> </ul>	
<b>CORRESPONDENCE: Inward and outward</b>	<p>Inwards:</p> <ul style="list-style-type: none"> <li>• Xavier Searle - Christmas Services</li> <li>• Shirley Scott - recording of services. There was a discussion around parishioners giving their permission to be filmed at services. Vestry to explore ways of live-streaming the services during communion so people cannot be identified, and to look at getting better cameras and microphones.</li> <li>• Cleantastic – COVID related issues</li> <li>• Hamilton City Council – gully traps</li> <li>• Allied Security – alarm activation</li> <li>• Operatunity Ltd – concerts for seniors. <i><b>Moved that we respond to Operatunity with a price of \$1,000 per day for two concerts.</b></i></li> </ul> <p><b>CARRIED</b></p> <p>Outwards:</p> <ul style="list-style-type: none"> <li>• Diocesan office and Elizabeth Bang – Petition for a Faculty</li> </ul> <p>Circulated at the meeting in file and tabled.</p> <p><i><b>That the Inwards correspondence be received and Outwards be approved.</b></i></p> <p style="text-align: right;"><b>CARRIED</b></p>	<b>PC WT  MP TS</b>
<b>ASSISTANT PRIEST REPORT:</b>	<p>This month has been marked by:</p> <ul style="list-style-type: none"> <li>• Gratitude. Mele was grateful to the teams who took services over the Christmas / New Year period during her absence.</li> <li>• Pastoral care</li> <li>• Continuing to hold the space</li> <li>• COVID – this has become an urgent matter, ensuring that everyone is safe at services and isolating as they need to particularly with the</li> </ul>	

	<p>surge of cases. Our thoughts are with those feeling the effects of COVID. Work is being done on how to provide pastoral care in this environment. With the surge of cases Mele and Blythe will be working from home to minimise risk. The next project is to work on improving the live-streaming. Mele will ask Sam and Eon for advice and to get quotes for new and better equipment.</p> <ul style="list-style-type: none"> <li>• Ministry Team. Rev'd Daryl Smart has returned to the team and has been rostered on with Mele to get familiar with the changes.</li> <li>• Parish Consultation. Mele felt that the Parish Consultation went well and felt that it was important for the new Dean to recognise teams in that are already in place and working well.</li> <li>• Season of Lent. There will be no in person Lenten studies. Mele is putting some resources for Lent online. There will be space for self-directed study, reflection followed by a Zoom session for discussion. There will be no Ecumenical Ash Wednesday Service however there will be an Ash Wednesday Service at the Cathedral with ++David officiating.</li> <li>• Pastoral Care is our focus at the moment. Mele asked for a budget for a budget for COVID related care packages for some who is isolating or have been diagnosed.</li> <li>• Training for volunteers. There are people interest in helping with rosters.</li> <li>• Children's Ministry. This was discussed. The Co-ordinator role to is to be reviewed to allow a larger team to hold children's ministry which will also include acolytes and crucifers, as Blythe and Mele do not have capacity to pick up this ministry. Those who have offered to assist with children's ministry are immune compromised.</li> </ul>	
<b>HEATH &amp; SAFETY:</b>	<ul style="list-style-type: none"> <li>• There was an incident in the choir vestry when a ladder that had been used earlier in the day fell on a choir member. Recommended that a sign be put up 'Please ensure ladders are secured correctly.'</li> <li>• Parish Consultation. Concern was raised regarding the lack of social distancing at that meeting. It was asked if there had been any thought about how to manage social distancing for the AGM. It could be held in the Cathedral. If it was to be held in the Centre, no tables would be used. Bishop David suggested that the AGM could be held in the Cathedral as an exception because of COVID restrictions.</li> <li>• Storm damage. During the storm on Sunday branches from the large trees on the court side of the fence landed on the Cathedral and cars. There was damage to the buildings and there was a risk of injury to people coming out of service and going to their cars. Viv to draft a letter to the courts asking for the trees to be topped.</li> </ul>	
<b>WARDEN'S REPORT:</b>	<ul style="list-style-type: none"> <li>• The Wardens gave a verbal report.</li> <li>• Walter thanked Mele for organising more welcomers.</li> <li>• Bryan thanked Warren, Min and the team for preparing the Deanery for sale.</li> </ul>	

	<ul style="list-style-type: none"> <li>○ Faculty request has been sent to Standing Committee.</li> <li>○ Warren to contact real estate agent.</li> <li>○ Neighbour has raised an issue regarding the boundary. Neighbour will arrange for surveyors. This issue will become part of the sale negotiation.</li> <li>○ One discussion that needs to be considered is buying and selling in the same market. Bryan to discuss with others. It was asked if anyone would be interested in renting for just six months.</li> <li>○ Dame Malvina Major was invited to be Patron of the Seismic Strengthening Group and she has accepted that invitation. ++David thanked Bryan for his suggestion of inviting her.</li> <li>○ We can set up 'St Peter's Foundation' as the ongoing fundraising foundation.</li> <li>○ Another engineer / architect presentation will be arranged.</li> </ul> <ul style="list-style-type: none"> <li>● Seismic strengthening. There was a meeting last week. Garry Salmon is the new Chair. Garry and Bryan Bevege met with Chris Williams. BECA still has some work to complete. Sara Young's father passed away in Australia.</li> <li>● Dean. Parish consultation meeting went well. Some very good stuff came out. Information has gone to the nominators and the advert has gone out, includes NZ and Australia.</li> </ul>	
<b>FINANCE REPORT:</b>	<ul style="list-style-type: none"> <li>● Warren advised that no accounts were available for January and February due to the end of year accounts being completed. He will send out a provisional end of year accounts when available and redo the budget for 2022.</li> </ul> <p><b><i>Moved that the accounts for provisional accounts for January 2022 as presented be received.</i></b></p> <p><b><i>Moved that accounts and payments made for January 2022 be approved, of \$51,994.91 in direct debits and automatic payments including creditors of \$22,096.49..</i></b></p> <p><b>CARRIED</b></p> <p><b><i>Moved that Vestry receive quotes for live-streaming cameras and equipment.</i></b></p>	<p><b>WT</b> <b>PC</b></p> <p><b>BB</b> <b>MP</b></p>
<b>FINANCE SUB-COMMITTEE:</b>	The Finance Sub-Committee did meet prior to the Vestry meeting and ratified the accounts as presented.	
<b>MAINTENANCE COMMITTEE:</b>	<ul style="list-style-type: none"> <li>● Focus has been preparing the Deanery for sale. The pool took a large amount of time.</li> <li>● Storm damage at Cathedral. Branches from the trees on the courts side broke 4 roofing tiles and a ridge tile. To be discussed with court manager.</li> <li>● Workshop scheduled for 19 March. Star needs to come down. Storm caused one of the stays to release. Cross has been damaged.</li> </ul>	

<p><b>GENERAL BUSINESS:</b></p>	<ul style="list-style-type: none"> <li>• Panic alarm in St Anne’s Chapel. This has now been shifted to under the console of the organ. People using the Cathedral should check their cell phone capabilities.</li> <li>• Peter Lord Cowell. Peter is applying to become a JP. Bishop David has signed a document support his application. The courts need a letter from Vestry supporting the application as well. <b><i>Moved that Vestry write supporting of Peter Lord Cowell’s application to become a JP.</i></b></li> <li>• Cathedral response to parishioners testing positive for COVID. Mele and Blythe would like to offer those who have tested positive an isolation pack. Each pack would contain paracetamol, tissues, lozenges and would vary depending on the person in isolation. Warren to include in the budget. One pack per household. They are looking to provide 50 packs @ \$20.00 per pack. <b><i>Moved that a sum of \$1,000 be made available for the provision of COVID packs to parishioners who are isolating due to COVID.</i></b></li> <li>• Bishop’s Board. Andy Bryant would like the Bishop’s Board to be more visible. Warren suggested we wait until after the seismic strengthening is completed. It was suggested that both boards could go on the wall behind the large noticeboard at the back of the Cathedral and the noticeboard be moved. Warren to explore the possibility of putting the boards by the Baptistery but it would be temporary solution. A new Dean’s Board is needed. The Boards could be redesigned to hold both Deans and Bishops.</li> <li>• Wedding in March. This wedding is scheduled for Friday 25<sup>th</sup> March. We have been advised that one person attending the wedding will be unvaccinated (father of the bride). This was discussed in depth. The People’s Warden has grave concerns about allowing the wedding to take place at the Cathedral. Vestry recommended that a negative COVID test be received within 72 hours prior to the wedding. <b><i>Moved that the administrator apply to the Archbishop for an exemption for the wedding to be held at the Cathedral.</i></b> <b><i>This motion was put to the vote. For – majority; against – 1.</i></b> <b><i>CARRIED</i></b></li> <li>• It was brought to Vestry’s attention that we are required to have a list of all workers and volunteer’s vaccination details including, date of vaccination, name of vaccination, place where they received the vaccination and when they received the booster shot.</li> <li>• Stained glass window at Baptistery. The gentleman in this window is St Oswald and the window was donated by the Church of England Men’s Society.</li> <li>• Synod Rep. With the resignation of Mackenzie Steele as Synod Rep, we are required to hold a Special General Meeting to elect a new Synod Rep to complete the balance of her term. It was recommended that we hold the Special General Meeting just before the AGM on the same day. They are two different meetings.</li> </ul>	<p>PC MP</p> <p>MP PC</p>
<p><b>NEXT MEETING:</b></p>	<p><b>The next meeting will be held on <u>Wednesday 23<sup>rd</sup> March 2022</u></b></p>	

	<b>The meeting closed at 7.55pm with the Grace.</b>	
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Signed: \_\_\_\_\_

Date: \_\_\_\_\_