



**MINUTES OF THE VESTRY MEETING
OF THE WAIKATO CATHEDRAL CHURCH OF ST PETER
HELD AT THE CATHEDRAL CENTRE, HAMILTON
ON 28TH APRIL at 5.30 pm**

Present:

- Bryan Bevege
- Mackenzie Steele
- Mele Prescott
- Pat Clendon
- Tas Scott
- Walter Crookes
- Warren Turnwald
- Dilip Kurien
- Andy Bryant

Apologies:

- Wendy Scott

NOTES

ITEM	NOTES
MINUTES:	<i>Finance notes did not make sense. Spelling of "Sergel" was corrected. Andy and Dilip were present, Walter and Mele absent, and Bryan had to leave early. A change in wording for Viv's payscale was proposed. The quorum not met and so all decisions must be ratified.</i>
MATTERS ARISING:	Peter Sergel – followed up, some progress with arborist made Lay ministers – Stephen Black has been contacted, no programme yet. Put in Pew Sheet, but wait for Viv to confirm names. Mele asked to be in the loop. Signatories – under finance. Honorariums (Dilip, organists), Bryan to clarify historic records with Phil Wilson as the amounts may need adjusting. Concert Management Brief – not ready, will be ready next month
GOOD NEWS AND THINGS TO CELEBRATE:	
CORRESPONDENCE: Inward and outward	WSP BWOF – noted that the book is missing forms. Painting – deferred (this was not discussed due to time) 2 incidents reports acknowledged by police (stolen wallet, brick in window).
DEAN'S REPORT:	None. Mele talked about the Parish meeting. Next Tuesday, Wednesday, and Thursday TPMC (Tikanga Pakeha conference).
HEALTH & SAFETY:	2 incidents from Parish meeting – Dean Wendy walked into the dishwasher door, and Andy cut the back of his hand when removing plate from cupboard. Potential solutions are to have a sign to close dishwasher drawer and moving crockery to eye height. Noted by Pat that this isn't a commercial kitchen and numbers in the kitchen must be minimised for safety. Dean's Vestry kettle is on a cupboard with cupboard door above and should be moved onto a small table. It was noted that a fire/earthquake drill would be due at some point

	<p>Security – Pat noted that someone came in unseen and stole a wallet. A bell/beam on the doors might help to alert those in the building of people coming in.</p> <p>Chains on the door disallowed by by-laws.</p> <p>The corridor-to-kitchen door should be locked (Walter, this was agreed on).</p> <p>Camera in reception will help with identification.</p> <p>Note current CCTV cameras need to be cleaned regularly and one of them has issues when it is wet and dark.</p>
WARDEN'S REPORT:	<p>No report from Bryan</p> <p>Walter mentioned some Reader's with emails aren't getting copies, Mele noted this. The Services on Sunday were wonderful.</p>
FINANCE REPORT:	<p>Note that the \$57.84 on Page 2 was not for the Social Club but for flowers. TIML is down (on last year). Soundcloud hasn't been renewed (\$162 paid by Warren) – no Cathedral credit card for things like this and DropBox so these must be noted and kept a track of. Giving analysis 7 over \$5000 (24% income 6% of congregation), 115 givers (111 last year). 48% people give 14% of the income at lowest tier. These numbers will be finished and released (but carefully). Link between two databases broken so some receipts were blank – some people have been deleted and are regular givers but not regular churchgoers, this will be rectified. Piano last tuned 10 year ago, was tuned recently and needs a service (\$172 service) but otherwise doing well in the warm environment.</p> <p>Note that internet banking needs a third signatory – Joan needs to be deleted</p>
FINANCE SUB-COMMITTEE:	<p>Hasn't met as accounts were late</p>
MAINTENANCE COMMITTEE:	<p>Deanery leaks – several options were floated, including leaving it (potentially with an access trapdoor, modernising, and modernising and selling. It was agreed that no matter which is decided on, it needs to be fixed up (\$15000 of work).</p> <p>No meeting due to last Vestry meeting, next meeting in two weeks.</p> <p>Marilyn Shearer's home has been offered for a period of time while this is being dealt with (rent not known).</p>
GENERAL BUSINESS:	<p>Vestry retreat – deferred until Wendy returns</p>

MOTIONS

ITEM	MOTIONS	MOVED	SECOND
MINUTES:	<p><i>"That the Minutes of the Meeting of 14th April are confirmed as a record of discussions with some discrepancies."</i></p> <p style="text-align: center;">CARRIED</p>	Bryan Bevege	
MATTERS ARISING:			
GOOD NEWS AND THINGS TO CELEBRATE:			
CORRESPONDENCE: Inward and outward	<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: center;">CARRIED</p>	Warren	Warren

DEAN'S REPORT:	Vote of thanks to Pat and Blythe for their catering and contribution to the Parish event.		
HEALTH & SAFETY:	<i>"That the Vestry recommends the corridor-to-kitchen door be locked."</i> CARRIED <i>"That Vestry approves the purchase of an additional camera to be installed in the Reception at a cost of \$641, and investigate installing of an Eye Beam."</i> CARRIED	Bryan Pat	Andy Andy
WARDEN'S REPORT:	That a note of thanks be sent to David Moxon for all he has done recently for the Cathedral.	Andy	
FINANCE REPORT:	<i>"That the accounts as presented be received and the payments to our creditors be approved."</i> CARRIED	Warren	Tas
FINANCE SUB-COMMITTEE:	<i>"That, subject to ownership of the BNZ account remaining with Warren Turnwald and Kath Barnsely, the new signatories Bryan Bevege and Tas Scott be added, and Joan Joyce be deleted."</i> CARRIED <i>"That the signatories for the SBS account remain Kath Barnsely, Viv Thorpe, and Warren Turnwald, with Bryan Bevege and Tas Scott to be added"</i> CARRIED <i>"That Joan Joyce be removed from the internet banking signatories and Bryan Bevege and Tas Scott be added"</i> CARRIED	Warren Warren Warren	Walter Mele Pat
MAINTENANCE COMMITTEE:	<i>"That approval be given for the plumbing in the Deanery be upgraded where necessary as soon as possible"</i> CARRIED	Bryan Bevege	Andy
GENERAL BUSINESS:			

ACTION POINTS

ITEM	ACTION POINTS	RESPONSIBLE
MINUTES:		
MATTERS ARISING:	Need list of Lay ministers from Viv in order to approve them in the next meeting Honorariums (Dilip, organists), clarify historic records with Phil Wilson as amounts may need adjusting.	Bryan Bryan
GOOD NEWS AND THINGS TO CELEBRATE:		
CORRESPONDENCE:	Talk to Viv about new forms for BWOF book Mackenzie to send WSP email to Tas Report due next meeting to look at renewing the contract with WSP	Mele Mackenzie Tas
DEAN'S REPORT:		

HEALTH & SAFETY:	Small brief to be written concerning crockery placement and dishwasher drawer Move a small table into the Dean's Vestry for the kettle Email to be sent out about site security (particularly at the back) to give every member a chance to speak on this matter for 2 minutes each at the next meeting.	Tas Warren/ Walter Mackenzie
WARDEN'S REPORT:		
FINANCE REPORT:		
FINANCE SUB-COMMITTEE:	Note that internet banking needs a third signatory – Joan needs to be deleted. Need to talk to Kath as she is an owner.	
MAINTENANCE COMMITTEE:	Follow up with the Shearer's about accommodation offer.	Bryan
GENERAL BUSINESS:		

**The next meeting will be held on Wednesday 26th May
The meeting closed at 8.00pm with the Grace.**

Signed: _____

Date: _____