



**MINUTES OF THE VESTRY MEETING  
OF THE WAIKATO CATHEDRAL CHURCH OF ST PETER  
HELD IN THE BOARDROOM  
ON 1<sup>st</sup> DECEMBER 2021 at 5.30 pm**

**Present:**

- Bryan Bevege
- Mele Prescott
- Bishop David Moxon
- Warren Turnwald
- Walter Crookes
- Pat Clendon
- Vivienne Thorpe (Minute Taker)
- Rev'd Blythe Cody
- Mackenzie Steele (via Zoom)
- Dilip Kurien

**Apologies:**

- Wendy Scott
- Andy Bryant
- Tas Scott

**NOTES**

ITEM	NOTES
<b>MINUTES:</b>	
<b>MATTERS ARISING:</b>	<ul style="list-style-type: none"><li>• Liquor License<ul style="list-style-type: none"><li>• Still haven't spoken, is on Bryan's radar</li></ul></li><li>• Tapping donation hardware<ul style="list-style-type: none"><li>• Paperwork needs signing</li></ul></li><li>• Dean's email shifted to admin – nothing received. Viv to check with Xuba.<ul style="list-style-type: none"><li>• Diocese looking to buy Wendy's computer off us.</li></ul></li></ul>
<b>CORRESPONDENCE: Inward and outward</b>	<p><b>Inward:</b></p> <ul style="list-style-type: none"><li>• Emails regarding nuisance emails</li><li>• Thank you card from John Fish</li><li>• Email from Wendy Tyrrell regarding protocols for the bells on the death of a monarch. The practice is to ring fully muffled and stay muffled until the funeral, usually 10 days after the death.<ul style="list-style-type: none"><li>• Timing of ringing was discussed. It was thought that ringing at noon would be appropriate and to co-ordinate with other cathedrals.</li><li>• Flag – it was felt that the NZ flag would be more appropriate to use.</li><li>• Logistics of service – under COVID restrictions there may be more than one service.</li></ul></li><li>• Email from Anne Cleaver-Holm regarding Danish annual service and lunch and COVID restrictions.</li></ul>

	<ul style="list-style-type: none"> <li>• Daryl Smart – email from Daryl asking for permission to use the portable PA system 18/19 December.</li> <li>• Email from Rev'd Mele Prescott cancelling Ecumenical Advent Service.</li> <li>• Email from Bryan Bevege responding to query on same sex marriage.</li> <li>• Email from Bryan Bevege regarding Rev'd Blythe Cody's stipend.</li> </ul> <p><b>Outward:</b></p> <ul style="list-style-type: none"> <li>• Warren confirming refurbishment approval</li> </ul>
<b>FINANCE REPORT:</b>	<ul style="list-style-type: none"> <li>• Warren presented the accounts.</li> <li>• The cost of the panic button was discussed and this has been installed in St Anne's Chapel. There are some issues to be sorted out still between Select Alarms and Allied Security. Bryan offered to speak to Marilyn Mangan of Allied Security.</li> <li>• Other items to note: <ul style="list-style-type: none"> <li>• Income slight over previous year.</li> <li>• Income giving down as was the last interest quarter payment. There may be an improvement in the last quarter interest payment.</li> <li>• Diocesan subsidy for stipends still coming in.</li> </ul> </li> <li>• Recommended that a finance committee meeting be held.</li> <li>• Stewardship discussed. There are opportunities to increase giving by 10%. Note to go into pew sheet followed by message from the pulpit.</li> </ul>
<b>PRIEST ASSISTANT'S REPORT:</b>	<p><b>Rev'd Mele Prescott:</b></p> <ul style="list-style-type: none"> <li>• Rev'd Mele offered a work of thanks to all those who have supported her during the last year.</li> <li>• As she reflected on 2021, the word that came to mind was 'surprises'.</li> <li>• Advent and Christmas services all locked in with new guidelines.</li> <li>• Relieved that we can hold services in person.</li> <li>• Rosters are set for Dec/Jan.</li> <li>• Mele will be on leave after Christmas Day, returning on 25<sup>th</sup> Jan.</li> <li>• Excited that we have Blythe on the team.</li> <li>• This has been a time of formation and Mele was grateful for the opportunities.</li> <li>• Ministry Team was feeling weary. Will need to look at rest home ministry in 2022. Robin to oversee.</li> <li>• Wardens thanked Mele for her work through to Christmas.</li> </ul>
<b>WARDEN'S REPORT:</b>	<ul style="list-style-type: none"> <li>• Circulated and received.</li> <li>• The Wardens offered thanks to Wendy for her legacy of two strong women in the clerical team and ++David as Episcopal Visitor.</li> </ul>
<b>MAINTENANCE COMMITTEE:</b>	<ul style="list-style-type: none"> <li>• Minor repairs to the Deanery and cleaning have been carried out.</li> <li>• There will be a workshop at the Deanery once it is empty.</li> <li>• There needs to be a decision about what will happen with the Deanery – do we keep or sell?</li> </ul>

	<ul style="list-style-type: none"> <li>• Refurbishment of the toilets is underway. Some panels may need replacing.</li> <li>• Working on sound system. The current system is a mix of two loop systems and is not in good condition. The current amplifier is beyond repair. We have received two offers of \$1,000 so long as the loop system works.</li> <li>• An article in the Waikato Times highlighted the age of the Mother pear tree at 170 years old.</li> </ul>
<b>HEALTH &amp; SAFETY:</b>	<ul style="list-style-type: none"> <li>• One reported incident during the last workshop. A gardener lifted a spray back pack which slipped off her back causing bruising on her arm.</li> </ul>
<b>GENERAL BUSINESS:</b>	<ul style="list-style-type: none"> <li>• Discussion re email on same-sex wedding/blessing <ul style="list-style-type: none"> <li>• Vestry has to write a letter to Bishop Philip recommending this.</li> <li>• The couple would have to have a civil service, then it could be blessed here if the priests involved are comfortable.</li> <li>• Letter to be drafted to be sent onto the couple.</li> </ul> </li> <li>• End-of-year function for staff and Vestry – 11 December at 4.00pm</li> <li>• After Christmas - January 2022 – Mele on leave until 25<sup>th</sup> January.</li> <li>• Action plan for if a Cathedral member has COVID-19 <ul style="list-style-type: none"> <li>• We need to remember we need to follow national guidelines for services as a vaccine pass facility.</li> <li>• Two actions are required – people need to scan / or sign in and the welcomers need to sight / scan the vaccine pass.</li> <li>• It is mandated that we are a ‘My Vaccine Gathering’.</li> <li>• Recommended that we ask parishioners to wear mask while singing and gathering.</li> <li>• Eucharist of one kind only. Parishioners to be asked to return to their seats before consuming the bread.</li> <li>• No social distancing requirements if all vaccinated.</li> <li>• Website and Facebook to be updated. Information to be sent out by MailChimp.</li> <li>• Ordination service: masks are to be worn unless you have an exemption from Ministry of Health; advertising to go out – Eon; Signage; live streaming of service.</li> </ul> </li> <li>• Vote of thanks for Mackenzie Steele as Minute Taker and her work as Synod Rep and her work with Acolytes and Crucifers.</li> <li>• Prayer Circle to be looked at in 2022.</li> </ul>

### MOTIONS

ITEM	MOTIONS	MOVED	SECOND
<b>MINUTES:</b>	<i>"That the Minutes of the Meeting of 27th October 2021 are confirmed as a true record discussions."</i> <b>CARRIED</b>	<b>Warren</b>	<b>Pat</b>
<b>MATTERS ARISING:</b>			
<b>CORRESPONDENCE: Inward and outward</b>	<i>"That the Inwards correspondence be received and Outwards be approved."</i> <b>CARRIED</b>	<b>Walter</b>	<b>Warren</b>

<b>FINANCE REPORT:</b>	<p><i>“That the accounts for October 2021 as presented be received.”</i></p> <p><i>“That accounts and payments made for October 2021 be approved, of \$30,063.31 in direct debits and automatic payments and \$5,390.64 as Imprest account charges in October.”</i></p> <p style="text-align: right;"><b>CARRIED</b></p>	<b>Warren</b>	<b>Mele</b>
<b>AP’S REPORT:</b>			
<b>WARDEN’S REPORT:</b>			
<b>MAINTENANCE COMMITTEE:</b>	<p><i>“Moved that we upgrade the audio loop system with a new amplifier and remedial work to a value of \$4,257.00 excl GST.”</i></p> <p style="text-align: right;"><b>CARRIED</b></p>	<b>Warren</b>	<b>Pat</b>
<b>HEALTH &amp; SAFETY:</b>			
<b>GENERAL BUSINESS:</b>			

**The next meeting will be held in 2022.  
The meeting closed at 7.11pm with the Grace.**

Signed: \_\_\_\_\_

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