



**MINUTES OF THE VESTRY MEETING
OF THE WAIKATO CATHEDRAL CHURCH OF ST PETER
HELD IN THE CATHEDRAL CENTRE
ON 22nd SEPTEMBER 2021 at 5.30 pm**

Present:

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| • Bryan Bevege | • Walter Crookes | • Pat Clendon |
| • Rev'd Mele Prescott | • Rev'd Bryan Smith | • Vivienne Thorpe |
| • Archbishop David Moxon | • Rev'd Blythe Cody | |
| | • Andy Bryant | |
| | • Warren Turnwald | |

Apologies:

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| • Wendy Scott | • Tas Scott |
| • Dilip Kurien | • Mackenzie Steele |

NOTES

ITEM	NOTES	
	<ul style="list-style-type: none"> Before the meeting opened, Archbishop David spoke about Jocelyn Fish who died recently, and led a prayer for her. There was a moments silence to remember Jocelyn and all she did for the Cathedral and Diocese. 	
MINUTES:	Minutes from the previous meeting were tabled.	
MATTERS ARISING:	<ul style="list-style-type: none"> Eucharistic and Liturgist Ministry – Viv has checked the names Mele has for the roster against the list given to Vestry. Brigit Brant is the only person who does not want to go back on the roster. Liquor License – Bryan Bevege has not yet had a chance to talk with the Licensing Inspector. COVID Restrictions – Vestry asked for clarification on the restrictions for services – does the 100 maximum number include Sanctuary people. Viv to phone Diocesan office. Hamilton Civic Choir have emailed asking about COVID restrictions for their concert. Viv to advise current guidelines. Tapping donation hardware – Warren has received the contract. The unit will cost AUS\$569.00 + AUS\$15.00 maintenance fee per month. BNZ will charge 2.75% on credit cards and 2.5% on debit cards. Communications Director contract. This is to be renewed with some changes. His hours have changed to a maximum of 20 hours per month. 	
CORRESPONDENCE: Inward and outward	Inward	Outward
	<ul style="list-style-type: none"> Hamilton Civic Choir email re COVID restrictions 	<ul style="list-style-type: none"> Cleaning contracts – Cleantastic, Busy Bee and Clean Boss Letter to Russell Armitage re plaque for pear tree

PRIEST ASSISTANTS REPORT:	<ul style="list-style-type: none"> • Mele asked for a vote of thanks to be recorded for the staff and Ministry Team during the lockdown and the transitioning back into services in the Cathedral, including Dilip for holding this space as a beacon of light. • It felt good to start services again in the Cathedral. There was a lot of positive feedback on Sunday. • This coming week we will only have two morning services, 8.00am and 10.00am, and Evensong. We will need people to clean the Cathedral before and after Evensong. • The office was working well. • Mele has been helping with Blythe's readiness for ordination. She has asked a number of people to review Blythe's sermon and is now waiting for the forms to be returned. • Rosters have been completed until January 2022. • Confirmation service still on track for 7th November. Confirmation classes to start in October.
HEALTH & SAFETY:	<ul style="list-style-type: none"> • No incidents to report.
WARDEN'S REPORT:	<ul style="list-style-type: none"> • Warden's Report was tabled: • Bryan Bevege highlighted a couple of things: <ul style="list-style-type: none"> ○ The Cathedral are looking at financial statistics to see how we can keep Blythe. ○ Deanery – as presented in the report. Once the Deanery is empty, what is our intention? There were a number of options regarding the Deanery. It appears that the last lot of repairs has been successful and there are no more leaks. ○ Bryan commended Mele for the long hours she put in during lockdown and recognised her work into getting services started. ○ He also commended Min and Warren Turnwald for the work they and their teams do in keeping the grounds of the Cathedral looking tidy.
FINANCE REPORT:	<ul style="list-style-type: none"> • The accounts were received very late this month. • Warren noted that we have continued to pay for the Dean's hospitality and phone allowance. Bryan commented that Wendy had asked him to have those payments cancelled.
FINANCE SUB-COMMITTEE:	<ul style="list-style-type: none"> • Finance Sub-Committee did not review that accounts as they were received very late the day before the meeting.
MAINTENANCE COMMITTEE:	<ul style="list-style-type: none"> • Warren discussed the refurbishment of the toilet blocks. He is still waiting for some quotes. The biggest part of the quotes is the lino. The total cost of refurbishment is around \$17,000.00 + GST. Barry Looker will be clerk of works. Warren would like this work completed this year. • The break-ins under the Centre have resulted in the loss of 3 marquees and a lawnmower. • Warren is still waiting for Select Alarms to get back to him as to when they can install the reed alarm. • Conch shell – still WIP. Waiting for quote for green marble plinth. ++David invited to rededicate the conch shell as well as the plaque for the pear tree. • Maintenance workshops have been scheduled for 9th October, 6th November and 27th November.

GENERAL BUSINESS:	<ul style="list-style-type: none"> • St Francis Day on 4th October 2021. In the past this has been celebrated. Rev'd Mele is planning of have a service on Care of Creation on 3rd October. ++David to help Mele include something to recognise the work of the Friary. • There was a discussion around the issue of Dean Wendy's licence and stipend. Stipend insurance is now in place. • There was a discussion around the issue of the Deanery. • Bishops of Waikato Board – Andy Bryant raised the issue of the position of this Board. It was suggested that Walter, Andy, Warren and Bryan take a look at where the Board could be placed. • Dean Wendy Farewell. Several options for a farewell were discussed. It will depend on what Dean Wendy would like. • Dean's office. There was a discussion around the fact that some of the furniture in the Dean's office belong to Wendy. We have small couches available but if we have more COVID restrictions they may not provide enough social distancing. • It was brought to the attention of Vestry that in the Dean's office are some documents that will need to be retained by the Cathedral. • Vestry was advised that Ocean Daniel, Junior Choir Co-ordinator had resigned. • Mackenzie Steele has accepted a position in Wellington and this starts in February. A card to be sent to her acknowledging her work and ministry. • Courts – Viv advised that the court security had phoned to say a court staff member had been accosted on Cathedral grounds and they would like to meet with us. Viv advised that she refers people to Peoples' Project in Garden Place. De-escalation training was deferred due to Level 4 lockdown. Viv to follow up with Wade.
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MOTIONS

ITEM	MOTIONS	MOVED	SECOND
MINUTES:	<i>"That the Minutes of the Meeting of 25th August 2021 are confirmed as a true record discussions."</i> CARRIED	WT	WC
MATTERS ARISING:	<i>"Moved that we purchase a tapping donation unit and that we set it up for a \$10.00 donation."</i>	WT	WC
CORRESPONDENCE: Inward and outward	<i>"Moved that the Inward Correspondence be accepted and the Outward Correspondence be approved."</i>	PC	WC
WARDEN'S REPORT:	<i>"That the Wardens' Report be accepted."</i> CARRIED	BB	PC
FINANCE REPORT:	<i>Accounts as presented for the 8 months to 31st August 2021 be received.</i> <i>Approval is sought for payments made from:</i> <i>The Imprest account - \$2,336.41</i> <i>Automatic payments and Direct Debits - \$32,378.03</i> <i>Inter account transfers - \$25,000.00</i> <i>Approval of payments to be made in September - \$3,116.22</i>	WT	AB

	CARRIED <i>“Moved that the AP’s for the Dean’s hospitality and phone allowances be cancelled.”</i> CARRIED	WT	MP
FINANCE SUB-COMMITTEE:			
MAINTENANCE COMMITTEE:	<i>“Moved that the Maintenance Report be accepted.”</i> CARRIED	WT	WC
GENERAL BUSINESS:	<i>“Moved retrospectively that the Cathedral continue to pay Dean Wendy’s stipend until 1st September 2021.”</i> CARRIED <i>“Moved that Dean Wendy and her family retain the use of the Deanery until the end of the school year.”</i>	BB BB	WT WT

**The next meeting will be held on Wednesday 27TH October 2021.
The meeting closed at 7.05PM with the Grace.**

Signed: _____

Date: _____