



**MINUTES OF THE VESTRY MEETING  
OF THE WAIKATO CATHEDRAL CHURCH OF ST PETER  
HELD AT THE CATHEDRAL CENTRE, HAMILTON  
ON 28<sup>th</sup> JULY 2021 at 5.30 pm**

**Present:**

- Bryan Bevege
- Mele Prescott
- Bishop David Moxon
- Tas Scott
- Rev'd Blythe Cody
- Walter Crookes
- Andy Bryant
- Vivienne Thorpe (Minute Taker)
- Mackenzie Steele

**Apologies:**

- Wendy Scott
- Dilip Kurien
- The Rev'd Bryan Smith
- Rev'd Robin Olds

**NOTES**

ITEM	NOTES
<b>MINUTES:</b>	<i>Bryan Bevege chaired the meeting however he had to leave early. The meeting was then chaired by Archbishop David Moxon.</i>
<b>MATTERS ARISING:</b>	<ul style="list-style-type: none"><li>• Eucharistic and Liturgist Ministers - with some amendment, Vestry approve the list so far. Those who have held certificates previously to be asked if they want to renew their certificate.</li><li>• Progress on repairs to the Deanery:<ul style="list-style-type: none"><li>○ Quotes have been received from PB Builders and the plumbers. These quotes have been accepted on various recommendations received. A contingency provision has been allowed for depending on what the builders find. Total cost for repairs will exceed \$32,000. Work can start in about 6 weeks depending on the Dean's health.</li></ul></li><li>• Performance review. Still to be completed. Tentative time after our next staff meeting.</li><li>• Cleaning contract. Still waiting for the last quote to be received.</li><li>• Liquor Licence. Dilip met with council person.</li><li>• St Anne's panic button. Quotes have been received - \$385 + GST. In light of the recent incident in Auckland, the question was raised about the safety of our organists. They are to be asked their views on the installation of a panic button on the organ. Providing pepper spray was discussed.</li><li>• Event Manager - Viv tabled an Event Management Task sheet. Need to include use of kitchen equipment and where first aid kits are kept.</li></ul>
<b>GOOD NEWS AND THINGS TO CELEBRATE:</b>	

<p><b>CORRESPONDENCE:</b> <b>Inward and outward</b></p>	<p><b>Inwards:</b> Quote from PW Browne Builders <b>Outward:</b> Nil</p>
<p><b>PRIEST ASSISTANT'S REPORT:</b></p>	<p><b>Rev'd Mele Prescott:</b></p> <ul style="list-style-type: none"> <li>• Rev'd Mele was pleased to say she was still standing.</li> <li>• The office and ministry teams are working well.</li> <li>• The focus for July has been Social Services and she has been overwhelmed by the generosity of the Cathedral family.</li> <li>• There was the Clergy Conference in July and the theme was 'Partnership and Reconciliation.'</li> <li>• Rev'd Blythe has picked up baptism preparations and Rev'd Mele acknowledged Blythe's ministry in that area.</li> <li>• Rev'd Mele said it was good to hear the positive feedback on services. She has two key focus for the remainder of the year: <ul style="list-style-type: none"> <li>○ Confirmations – Rev'd Mele is keen to work with the Archdeaconry on this and have a confirmation service in October or November.</li> <li>○ Lay ministry – Rev'd Mele has two people she is working through the discernment process with.</li> </ul> </li> <li>• The focus of services for August will be St Mary, the Mother of Jesus and Lady Walsingham.</li> </ul> <p><b>Rev'd Blythe Cody:</b></p> <ul style="list-style-type: none"> <li>• Rev'd Blythe commented that she would like to regularly attend Vestry meetings as she felt it was important to attend.</li> <li>• Her focus are baptisms and social justice. She said there were some exciting opportunities presenting themselves with regard to baptisms. She commented that it was interesting working with families who had no knowledge of God or the Bible but that she was enjoying this work.</li> <li>• Social justice – she recently had a gathering in the Cathedral for the by-election relating to living wage issues.</li> <li>• Bryan Bevege acknowledged Rev'd Mele and the huge workload she has picked up during the Dean's absence and it was great to see the team working well.</li> </ul>
<p><b>HEALTH &amp; SAFETY:</b></p>	<p>Two incidents reported.</p> <ul style="list-style-type: none"> <li>• Tas Scott came off the scaffolding at an awkward angle however there were no injuries.</li> <li>• Walter Crookes tripped up the Cathedral stairs. It was late and he had walked to his car with two other people but then went back to check that he had set the alarm. He tripped and fell and suffered a number of bruises. The others with him were not aware that he had turned back to the Cathedral and had left. There was a discussion about having two people onsite at night when locking up. An email to be sent to all vestry seeking their thoughts on the following: <ul style="list-style-type: none"> <li>• For the event manager, do we charge the hirer of the facilities for their time and pass this onto the person who is the event manager?</li> <li>• Look to have a roster of at least 4 people.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Safety – should there be two people onsite for closing up after events?</li> <li>• An advert to be placed in the pew sheet for 4 weeks then look at who we can shoulder tap.</li> <li>• AA to appoint an event manager from their group.</li> </ul>
	Bryan Bevege left the meeting at 6.40pm and Archbishop David Moxon took the chair.
<b>WARDEN'S REPORT:</b>	<ul style="list-style-type: none"> <li>• Walter Crookes raised the issue of the Administrator's email being hacked. We now have a two tier security system on that email. It was recommended that we do that all Cathedral emails.</li> <li>• Thefts – we have had a number of thefts of copper spouting and lead from the Cathedral. We need to search through the security footage.</li> </ul>
<b>FINANCE REPORT:</b>	<ul style="list-style-type: none"> <li>• Warren Turnwald reported that giving was below budget. The return on investments was well down in the first quarter and only a little better in the second quarter.</li> <li>• Warren is looking at Pay Wave machine for quick donations.</li> </ul>
<b>FINANCE SUB-COMMITTEE:</b>	
<b>MAINTENANCE COMMITTEE:</b>	<ul style="list-style-type: none"> <li>• Ashes of The Very Rev'd Keith Lightfoot. We require a faculty to inter the ashes in the Cathedral.</li> <li>• Warren has tracked down the window repair person to repair glass on the front of the porch. Waiting for quote.</li> <li>• Conch Shell – Work in progress</li> <li>• Plinth – Work in progress</li> <li>• Copper piping that was removed has been replaced with plastic.</li> <li>• Organ loft – it appears that the alarm was not set during the time of the thefts.</li> <li>• Seismic strengthening – Warren to write to Beca about work done to date.</li> <li>• Warren has started work on upgrading the toilets in the main office.</li> <li>• St Anne's Chapel – the quote for installing a panic button in St Anne's Chapel is \$385.00 + GST. The quote includes one panic button. For \$80.00 we can get an expander on the WIFI.</li> </ul>
<b>GENERAL BUSINESS:</b>	<ul style="list-style-type: none"> <li>• Bishop David gave an update of Dean Wendy's health. Her sick leave is to be extended. He advised it is in the hands of the medical practitioners.</li> </ul>

### MOTIONS

ITEM	MOTIONS	MOVED	SECOND
<b>MINUTES:</b>	<i>"That the Minutes of the Meeting of 23<sup>rd</sup> June 2021 are confirmed as a record discussions."</i>	<i>Walter Crookes</i>	<i>Warren Turnwald</i>
<b>MATTERS ARISING:</b>	<ul style="list-style-type: none"> <li>• <i>Eucharist / Liturgist Certificates "Moved that those people who have held certificates previously to be asked if they want to renew their certificate."</i> <b>CARRIED</b></li> <li>• <i>Repairs to Deanery: "Moved that we proceed with the repairs to the Deanery as appropriate and when appropriate."</i> <b>CARRIED</b></li> </ul>	<i>Walter Crookes</i>	<i>Andy Bryant</i>  <i>Tas Scott</i>

		<b>Warren Turnwald</b>	
<b>GOOD NEWS AND THINGS TO CELEBRATE:</b>			
<b>CORRESPONDENCE:</b> 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><b>CARRIED</b></p>	<b>Warren</b>	<b>Pat Clendon</b>
<b>DEAN'S REPORT:</b>			
<b>HEALTH &amp; SAFETY:</b>			
<b>WARDEN'S REPORT:</b>			
<b>FINANCE REPORT:</b>	<p><i>"That the accounts for June 2021 as presented be received."</i></p> <p><i>"That accounts and payments made for June 2021 be approved, of \$30,934.77 in direct debits and automatic payments and \$11,329.36 as Imprest account charges in June."</i></p> <p><b>CARRIED</b></p>	<b>Warren Turnwald</b>	<b>Tas Scott</b>
<b>FINANCE SUB-COMMITTEE:</b>			
<b>MAINTENANCE COMMITTEE:</b>	<p><i>"Moved that an appropriate plaque be installed in the Sanctuary to commemorate The Very Rev'd Keith Lightfoot."</i></p> <p><b>CARRIED</b></p> <p><i>"Moved that we purchase an expander and panic button for St Anne's Chapel as the Chapel only has one entry/exit point."</i></p> <p><b>CARRIED</b></p> <p><i>'Moved that we approve the installation of a Reed Switch on the doors under the Centre if we consider it appropriate.'</i></p> <p>After some discussion, the motion was amended: <i>"Moved that we go ahead with the installation of the Reed Switch on the basement doors."</i></p> <p><b>CARRIED</b></p>	<p><b>Warren Turnwald</b></p> <p><b>Warren Turnwald</b></p> <p><b>Tas Scott</b></p>	<p><b>Rev'd Mele Prescott</b></p> <p><b>Walter Crookes</b></p> <p><b>Pat Clendon</b></p>
<b>GENERAL BUSINESS:</b>	<ul style="list-style-type: none"> <li>De-escalation training. Blythe and Viv met with Wade Aukett who has suggested de-escalation training.</li> </ul>		

### ACTION POINTS

ITEM	ACTION POINTS	RESPONSIBLE
<b>MINUTES:</b>		
<b>MATTERS ARISING:</b>	<ul style="list-style-type: none"> <li>• Organists to be asked what their views are on installing a panic button on the organ.</li> <li>• Those who already have certificates to be asked if they want to renew their certificate.</li> <li>• Event Manager – Event Management Task sheet be amended to include use of kitchen equipment and where first aid kits are.</li> <li>• Advert for Event Manager – advert to be placed in pew sheet for four weeks. After four weeks, people need to be thinking about who to ask.</li> </ul>	<p>Viv</p> <p>Viv</p> <p>Viv</p> <p>Viv</p>
<b>GENERAL BUSINESS:</b>	<ul style="list-style-type: none"> <li>• De-escalation training – Wade Aukett to be asked to arrange for de-escalation training. Possibly invite other parishes.</li> </ul>	Viv

**The next meeting will be held on Wednesday 25<sup>th</sup> August 2021.  
The meeting closed at 7.30pm with the Grace.**

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

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