

Minutes of the TLG Meeting

Rangitikei Anglican Parish

Thursday 16th November, 7.15pm, St Stephen's Hall, Towgood Room

Present: Graham Conlon, Sue Wells, Margaret Thompson, John Green Sarah Judd, (secretary), Jay Ayers

1. Apologies: Nil

Devotions:

Activity about recognising bible character in other person.

2. Previous Minutes 19-10-23

Change needed to edit date of ordination from the 18th to the 25th.

Graham moves from the chair that the previous minutes of the meeting held on the 19-10-23 be received as a true and accurate record of the previous meeting providing the above change is amended. All in favour. Motion carried.

3. Matters arising from previous minutes:

- Alison license: Graham reported back that no change is needed to Alison's license as she is already officially licensed to minister in the parish. Some discussion was held about what role she would hold in the Parish in Graham's absence. Alison has a MOU with the parish, and Graham as PiC can delegate authority to Alison to act as PiC if necessary.
- Exterior clean of St Martin's: It has been picked up by a member of the TLG that borer is once again apparent in the church. Decision made to treat for borer again at the end of 2024. **Sarah to make a note of this.**

The commercial cleaners broke a curved piece of glass on a window in the process. **Sarah to organise a glazier to fix this.**
- Renewal of Graham's license to be added to agenda – see item 11.c.
- Graham has spoken with Alison about the property of St Andrew's congregation held in the storage room. The storage room was noted as seeming more organised.
- Graham has received Margaret's report from Synod. **Sarah to: print copies for the noticeboard, 6 copies for each church, send out with the pewsheets, and upload to the parish website.**

4. Correspondence

Nil received for TLG

5. Finances – Caro

a. Finance Report

Caro spoke and informed TLG that Michelle has finalised the profit and loss spreadsheet for the current year. She explained that this will give us a clear picture of the parish's financial situation heading towards the end of the year. It is fortunate that we have such a great return from AMSIF as that has helped with our deficit.

b. Payment from Tollemache fund:

It was stated by Graham that all electrical work from Portercom is to be paid for from AMSIF account funds.

He also clarified that the water blasting charge for St Martins is to be paid from AMSIF.

Sarah asked for clarification around the payment for the St George's Hall Roof replacement. This is to be paid from the Tollemache account. **Treasurer to organise the transfer of money between accounts as necessary.**

Caro moved that her report be received. Jay seconded. Carried

6. PiC Report – Graham

Graham spoke to his report. He reminded the group that there have been some significantly big services held across the parish in the last month. Graham is concerned as to why the family service numbers are decreasing. He informed us that Michelle will have a greater opportunity in the parish soon and will take responsibility for 3 services/month in the parish. Graham said that they are looking at creating a youth group that meets here. There was some conversation asking Graham in regards to whether he was aware that there are two youth groups already formed at St Andrew's Presbyterian Church in Marton.

Graham stated that in January services will be cut back to 1 per week. This is to be at St Stephen's. He is looking to increase the level of evangelism in the parish. Graham informed us that Nga Tawa has booked in four services for next year.

Graham has been continually receiving messages from outside that the parish is doing well.

Sue mentioned that we need to consider the other youth group at St Andrew's Presbyterian, so that we are not in opposition. We need to spend time in prayer, supporting people, and making people feel a part of what we do.

Graham told the group that he wants Adrian to take over the management of the fb pages and website. Fb is currently managed by Fiona Moorhouse. **Graham will ask Adrian to talk to Sarah about managing the fb page, so to improve our profile online etc.**

Following feedback from Synod, Graham stated that we are purposely increasing the amount of Maori we are using in services. We are also going to translate sections into Samoan. This is for all services. He shared that we need to start preparing for the people who are not in the room. Sue mentioned that Maori who have come along to services have appreciated the Maori language within the service.

7. People's Warden Report – Sue

Sue said that she has been going around the churches on a rota. She is getting to each service at least once a month.

Sue realised at the service held at St Andrews that it was evident we should take the time to undergo consultation before any major works are done at a site. The St Andrew's parishioners were okay with it the grounds changes implemented by Bulls playgroup around the hall, but were concerned about the potential throughway (driveway) to the paddock being blocked off. However, they realise the idea of a carpark is not likely to go ahead anymore.

8. Property Sub-Committee – Jay/Sarah

a. Vicarage

i. Painting options:

- Quotes from Blair Arthur Plastering and Painting were presented via email. Quotes were: \$8,970 for the identified areas and \$1,840 for additionally painting the living rooms.
- Voluntary offer from Kaitlyn Smyth was also presented via email.

TLG went for a walk around the vicarage. Graham was really encouraged by the state of the vicarage, in comparison to a year ago.

Upon return to the Towgood room, John asked to leave the room due to a conflict of interest.

d. St Andrew's Hall/Bulls playgroup grounds update:

Sarah gave an update on the grounds work happening at the St Andrew's Hall in Bulls which is being initiated by the Toy Library/Playgroup joint group. Sarah told the group that Bulls Playgroup/Toy Library has come back after our prompt, requesting a figure of \$1,000.

Graham asked TLG if they would agree to spend \$1,000 on the Hall grounds, with these funds to be taken out of the Bulls AMSIF account. TLG Agreed in unison. Motion Carried.

Sarah to organise payment of \$1,000 to Toy Library/Playgroup.

e. St Thomas' door grabrail:

Jay (Property sub-committee) was consulted with about this idea/potential need identified through the Risk Manager checks. Jay clarified that we don't legally need a grab rail on this external door. A decision was made not to go ahead with the task.

f. Leak in St Stephen's Hall kitchen: A leak under the wash basin tub has been brought to light. Jay tightened up the leak, which should fix the issue for now.

9. Health and Safety – Sarah

a. Risk Manager SSP's – Update from Hunterville & Tutu Totara:

Sarah gave a brief update on the Risk Manager plans and the correlating information which was emailed and presented to TLG to look at.

Graham advised that any information pertaining to Hunterville should be sent to John Sleep asking what they would like to do about it.

At Tutu Totara Graham will cut the trees down.

10. Administration

a. Electoral roll renewal:

Graham specified that we are planning to have vestry elections in April. He informed us that the current roll is not accurate. He stated the rules are simple: a parishioner must have attended services regularly for 3 months in the last 2 years. Or every 6 weeks on average.

We will be asking everyone to re-sign up. These forms will be available from Church, the office or can be delivered with home communion. Graham will ask each church leader to countersign. Members of the choir will also be asked to sign up. We are starting with a zero electoral roll.

Graham said that the current form doesn't spell out the worship requirement – of 3 months of services in 2 years. **Will aim to redo the form by December. Sarah and Graham to work on. Graham will start the work.**

- b. Christmas Services:
Sarah requested info on the Christmas services the parish will be holding for advertising purposes. **Graham will send out the information to Sarah tomorrow.**

11. Other

- a. Discipleship Groups:
Graham asked all TLG members to join in with an advent discipleship group. Graham is happy to accommodate these groups around members current workloads.
- b. Parish visioning:
Graham spoke informing TLG that he is planning on running visioning meetings at the different churches around the parish, where any congregants can turn up and be included in a general conversation about the thoughts and needs for their Church and the Parish. Graham is planning to hold these in December at Sanson, and in January in Marton. Graham will run the consultation and provide food.

General Business

- c. Rev. Graham's license is being issued as open ended. His previous license ends on the 1st of December. Graham proposes that his allowance is maintained as per last year. **All TLG were in agreeance. Graham will send through information to what on he was paid last year to Sarah to pay this – Sarah can look on xero.**
- d. Graham specified that all of those yearly allowances can be paid on the 1st of December. Sue made a comment on how we appreciate the generosity of Graham's time he commits to the Parish.
- e. Graham shared his plans to hold a regular Sunday shared lunch and games from next year.

A discussion took place. Part of the job involves plastering - John has had experience with this and can help here. TLG decided that the appropriate method was a payment rather than a koha. A completion timeframe of the 8th of January was decided on. Graham said that Kaitlyn Smyth will report to Jay and Sarah. A decision was made to pay \$4,000 to Kaitlyn Smyth and the parish will incur all costs. **Sue can get drop sheets from the op shop, required for the work. Caro to talk to Kaitlyn about the payment, after looking into tax implications for both parties and organise an agreement.**

Graham moves that we offer Kaitlyn \$4000 to paint the vicarage, which is to be completed by the 8th of January and we will supply all materials. Margaret seconded. Motion Carried.

ii. Property Management options:

2 property management options were presented to TLG by Sarah. They were Property Brokers and Bartley Realty, both based in Marton. All agreed to accept Karen Leighton to be Property Manager. Approved in Unison. Motion carried.

Sarah to contact Karen Leighton to start the process.

iii. Gardens working bee:

It was agreed that the Parish needs to get the gardens up to standard. **Sarah to organise quotes for gardens through the property manager.** After this stage of the process, Graham said that we should organise a small group from TLG to work on a tenancy agreement. It is important to get this right as if we suddenly agree to appoint a stipended priest, we will need to evict the tenant. The Diocese will need to review agreement. The aim is to have property rented before the end of the school holidays.

b. Turakina spouting quote:

Graham moved that we authorise the payment of the spouting for St George's Hall roof from the Tollemache fund. Agreed in unison. Carried.

c. Turakina grounds update:

Graham has chainsawed up the tree - and has deliberately left the tree where it is. James and Grham will replace the roof on the playground over the holidays. The intention is to restore the swings at Turakina.

- f. Graham updated us on the TV situation in that one 50 inch tv is going to Sanson and one 50 inch to the hall at St Stephen's.

12. Closing Business

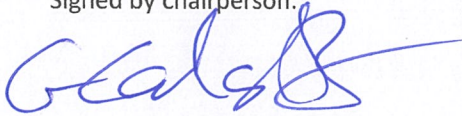
- a. Date for next TLG meeting:

There was some discussion around this and it was decided to not meet in December by Graham, as long as AMSIF drawdown requests can be put in writing to the TLG. The next TLG meeting will be held in January. After a suggestion for a Christmas celebration two dates were agreed by the group as being suitable to possibly work. These were the 7th of December and the 21st of December. Graham proposes that we have a get together with the clergy and the TLG at his house in Feilding and he will provide all the food.

Meeting closed at 9.50pm

These minutes are deemed a true and accurate record:

Signed by chairperson:



Date:

