

Minutes of the TLG Meeting

Rangitikei Anglican Parish

Thursday 19th October, 7.15pm, St Stephen's Hall, Towgood Room

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

1. Apologies: Jay, Caro

Devotions:

Activity around what do we notice when we see the love of God.

We are focused on demonstrating the love of God as Governance.

2. Previous Minutes 17-9-23

Graham moves from the chair that the previous minutes of the meeting held on the 17-9-23 be approved as a true and accurate record, with the minor alteration of removing the specific details of the bequest benefactor. All in favour. Motion carried.

3. Matters arising from previous minutes:

- Query was raised as to whether the bequest funds have come through to our main account. It was confirmed that they have.
- Graham informed the group that the sub-committee to make decisions on where the bequest (estate) funds will be tithed to, will start meeting in November. Graham is currently seeking clarification from Sue Fordyce and Stuart Goodin about what rules need to be adhered to. Ngaire Wishnowsky, Barry Brown, Sue Wells, Margaret Thompson and John Vickers are to be part of this sub-committee. Graham to ask Lindsay Hopping if he will join the sub-committee also.
- Jay and Graham are planning to take the branch off the tree which is overhanging the playground at St George's Turakina. Graham will ask James to help if Jay isn't available.
- John Garrett intends on looking at the handrail in St Andrew's Church. Sarah to follow up with him to see if it's been fixed.

4. Correspondence

Nil

Profit and Loss (month by month, compared with total budget 2023)

Anglican Parish of Rangitikei
For the year ended 31 December 2023

	JAN 2023	FEB 2023	MAR 2023	APR 2023	MAY 2023	JUN 2023	JUL 2023	AUG 2023	SEP 2023	OCT 2023	NOV 2023	DEC 2023	YEAR TO DATE	2023 OVERALL BUDGET
Trading Income														
AMSIF Income - added to investment	-	-	22,975.78	-	-	23,880.32	-	-	(14,647.74)	-	-	-	32,178.36	-
Bequests (General untagged)	-	-	-	-	-	-	-	110,435.73	-	(95,078.46)	-	-	11,055.27	-
Bequests (non-operating)	-	-	-	-	-	-	-	-	-	(55,000.00)	-	-	(55,000.00)	-
Cemetery - sale of plot	-	-	-	-	2,086.96	-	-	-	-	-	-	-	2,086.96	-
Church Acre	-	-	-	-	-	-	-	-	-	-	-	-	-	728.00
Direct Giving - Cash in Plate	710.20	175.90	667.70	463.59	158.20	-	932.10	482.70	504.20	377.20	-	-	4,421.30	4,500.00
Direct Giving - Electronic	2,165.00	2,524.00	3,320.50	1,808.00	2,610.00	3,280.50	2,895.00	2,665.00	3,448.00	3,445.00	1,339.00	-	28,598.00	42,000.00
Direct Giving - Envelopes	35.00	65.00	50.00	50.00	40.00	-	100.00	10.00	10.00	143.50	-	-	503.50	1,392.00
Donations other	325.00	705.80	686.90	23.70	431.30	2,275.00	490.40	451.70	25.00	70.00	184.90	-	5,879.70	-
Interest	860.85	773.36	929.82	232.92	1,054.68	1,081.99	1,496.60	1,157.38	412.25	440.56	-	-	8,440.41	-
Mission Revenue Received	-	11.50	10.00	8.70	-	-	-	-	-	-	-	-	30.20	-
Other Revenue	-	-	-	-	-	-	34,958.46	-	-	-	-	-	34,958.46	-
Parish Fundraising Income - Regular	-	-	-	-	-	-	-	-	-	790.44	-	-	790.44	1,680.00
Parish Fundraising Income - Special	-	-	-	-	-	-	-	-	-	2,216.00	-	-	2,216.00	2,892.00
Property Income - Hall Hire	634.75	1,121.72	382.61	2,591.31	783.60	208.70	208.70	282.62	230.44	217.40	8.70	-	6,669.55	4,500.00
Refunds	1,175.62	-	-	-	-	-	-	-	-	-	-	-	1,175.62	-
Service Fees - Baptisms, Weddings, and Funerals	913.03	1,321.74	(521.74)	-	-	391.30	-	-	-	-	-	-	2,104.33	2,496.00
Total Trading Income	6,819.45	6,898.82	26,701.87	5,178.13	7,163.74	31,087.81	41,081.26	115,191.13	(10,017.85)	(136,428.36)	1,592.60	-	107,068.10	60,488.00
Gross Profit	6,819.45	6,898.82	26,701.87	5,178.13	7,163.74	31,087.81	41,081.26	115,191.13	(10,017.85)	(136,428.36)	1,592.60	-	107,068.10	60,488.00
Operating Expenses														
Advertising	207.41	206.92	71.15	83.83	-	28.46	55.92	221.15	56.92	56.92	-	-	999.68	250.00
Bank Fees	75.08	10.07	10.09	10.69	10.12	45.13	50.28	35.34	10.20	15.00	13.32	-	285.12	276.00
Cleaning	42.51	42.51	42.51	42.51	42.51	-	85.02	355.55	211.34	42.51	-	-	906.97	1,992.00
Consulting, Accounting & AUP	49.50	-	203.35	104.35	1,374.50	104.35	499.50	49.50	104.35	104.35	-	-	2,593.75	2,508.00
Copier & Internal Office Expenses	309.90	340.50	183.00	201.90	251.40	401.57	161.90	161.90	306.57	354.37	146.41	-	2,878.42	3,204.00
General Expenses	16.23	378.29	64.63	31.77	26.39	174.77	4.42	166.63	40.62	32.01	-	-	936.81	3,000.00
Health & Safety	-	-	-	-	-	-	266.74	157.40	-	577.38	-	-	946.52	600.00
Insurance	-	-	-	-	286.40	20,102.33	-	-	-	9.80	-	-	20,458.59	16,492.00
Local and National Mission	1,248.00	25.00	25.00	25.00	525.00	25.00	25.00	25.00	25.00	25.00	-	-	1,973.00	804.00
Motor Vehicle Expenses	337.26	898.77	448.46	236.52	163.77	177.32	810.22	724.10	152.49	242.03	-	-	4,213.54	3,270.00
Parish Budget Share	1,293.83	1,293.83	1,293.83	1,293.83	1,293.83	1,293.83	1,293.83	1,293.83	1,293.83	1,293.83	1,293.83	-	14,232.13	17,616.00
Parish Fundraising Expenses - Regular	-	-	-	-	-	-	-	-	-	95.00	-	-	95.00	235.00
Parish Fundraising Expenses Special	-	-	-	-	-	-	-	-	-	-	-	-	-	133.00
Pastoral Care, Ministry & Education	16.34	-	34.09	32.14	72.43	-	104.35	-	-	51.73	-	-	311.08	-
Power & Gas	429.08	367.06	534.75	409.89	785.68	828.82	1,073.61	711.16	587.49	522.86	222.67	-	6,479.16	12,000.00
Rates	493.01	507.44	493.01	493.01	493.01	503.88	493.01	493.01	545.60	556.12	-	-	5,071.10	6,996.00
Repairs and Maintenance	278.87	957.91	1,671.51	1,671.51	552.61	7,770.95	3,385.77	3,026.84	1,118.74	37,210.09	1,873.91	-	57,995.02	12,000.00
Service expenses (Flowers, Music, Worship)	37.39	-	213.02	-	-	-	85.96	-	132.42	-	-	-	463.79	1,500.00
SPP, CFM and Missional Group Expenses	7.52	51.32	32.77	6.98	9.57	-	73.09	32.33	11.87	-	-	-	225.45	504.00

Profit and loss (month by month, compared with total budget 2023)

	JAN 2023	FEB 2023	MAR 2023	APR 2023	MAY 2023	JUN 2023	JUL 2023	AUG 2023	SEP 2023	OCT 2023	NOV 2023	DEC 2023	YEAR TO DATE	2023 OVERALL BUDGET
Staff Wages and related items	1,217.97	2,435.94	2,387.22	2,435.94	803.71	2,046.18	1,534.63	2,045.18	2,155.12	2,249.52	937.30	-	20,255.71	31,668.00
Stipend/Allowances	-	-	69.00	110.00	-	-	-	-	-	-	-	-	179.00	3,504.00
Synod Costs	-	-	-	-	-	-	-	-	-	296.52	-	-	296.52	-
Telephone & Internet	201.77	202.19	201.77	201.77	201.77	201.77	207.87	205.12	252.51	147.77	347.77	-	2,173.09	3,156.00
Turakina	-	29.09	-	-	-	-	-	-	-	-	-	-	29.09	-
Vicarage Upgrade	-	-	-	-	4,450.50	-	-	328.90	-	-	-	-	4,779.40	-
Total Operating Expenses	6,261.67	7,754.94	6,292.50	7,614.66	11,374.20	33,764.36	10,076.15	10,122.99	7,004.85	43,932.97	4,635.21	-	148,734.33	121,708.00
Net Profit	557.78	(1,056.72)	22,409.07	(2,436.53)	(4,210.46)	(2,676.55)	31,005.10	105,068.23	(17,022.71)	(170,261.33)	(3,042.61)	-	(41,666.23)	(61,220.00)

5. Finances – Graham

a. Finance Report:

There is no specific finance report due to Caro being away.

The AMSIF return for the recent quarter ending 30 Sept 23, has made a loss. The total loss from these invested funds was \$14,647.74. In November the finance committee will track actual spending against budgeted spending. This will aid in compiling a report prior to setting a budget in January or February next year. The finance committee will also look at central costs, and costs associated with each church.

A question was raised as to how we allocate giving to a particular church, as some parishioners float from Church to Church. Cash we can track, and it's also easy to do this where it's clear someone is a congregant at only one Church.

b. Insurance premium:

Graham asked the group to have a look at the information today, but to go away and pray, and think about it. For example, if a Church burnt down today, would we build the Church in the same way – e.g. rebuild it as a wooden building, or rebuild it in a different way e.g. a community centre. Should we insure only for the demolition, as we'd be liable to clear the site, or more? The Insurance bill is about a 1/3 of our operational deficit for current year and is likely to continue to increase annually.

If someone has invested money to AMSIF for the maintenance and upkeep of the current building, we would honour that and make sure that the building was insured for replacement cover to rebuild in a similar style.

The Insurance form was identified as needing to be returned by the 10th of November. It was decided that this is too short a time frame in which to make changes with good consultation, so it was decided to keep the building valuations as they are for next year and to schedule conversations early in the new year to review this.

Graham suggested the idea of an insurance sub-committee. Initially small conversations could be held within groups of people at churches where they could be given some insurance options to consider. This group of people would come up with a consensus and send a representative to the sub-committee who would make the decisions.

Sarah to complete the paperwork by the 10th of November, and select pay in full by deposit.

6. PiC Report – Graham

Graham gave a brief report due to just having returned from leave. He expressed thanks to Alison, Michelle and Adiran for covering in his absence.

Graham explained that Michelle is being licensed as a transitional deacon to the Rangitikei Anglican Parish. A deacon looks outside the church with the intention to grow the church. A transitional deacon is basically a Priest in training. The Parish has a commitment to provide \$2,000 worth of allowances for the year, which Michelle is required to account for. This is broken down as follows: \$750 – books, \$750 hospitality, \$500 incidentals.

Graham moves as Chair that the Parish of the Rangitikei approve and pay Michelle Tofts an allowance of \$2,000 in 2 lump sums. All agreed. Motion carried. This allowance will be paid in two instalments, one on the 1st of December and the other on the 1st of June. Sarah to schedule these payments into the calendar.

Michelle will be ordained on the 18th of November. The parish will be taking transport down to Wellington.

Note to be placed in pewsheets reminding people about ordination.

Graham informed us that he would like to ask the Diocese to license Alison to the Parish of the Rangitikei, rather than to just the Rangitikei. Graham is seeing if we can amend her Huntley School license to include both. Everyone is supportive. Graham also informed us that James Middleton would like to enter the discernment process.

Graham moved that his report be received. All in favour. Report Accepted.

7. People's Warden Report – Sue

Sue has been busy going around the churches and helping with the Plant Fair. She said that things seem to be going well and lots of services and ministries tick along independently, but it would be great to see more links and cohesion between the Parish. She suggested holding more Parish wide events. There was some discussion held about this and past events of note were the Maundy Thursday service and meal, plus Sing for the king which were enjoyed and widely attended.

8. Property Sub-Committee – Jay

- a. Vicarage redecoration: The purpose of undertaking the building renovations was to get the vicarage up to the national healthy homes' regulation standard, in order to

rent the property out. The next step is to paint the necessary walls, ceilings, and window frames. Options could be to pay a parishioner, hold a working bee or pay a professional decorator.

Following this, property managers will need to be contacted, services compared, then a company to use will need to be agreed on.

Graham will inform the Parish once we are ready to rent it out.

Sarah mentioned that the Hine family on Maunder Street had asked if they could take the pallet and chop the dead branch off the apple tree at the Vicarage.

Approval was given for this. Sarah to make contact with the Hine's.

b. Turakina Hall Roof repair update – Sarah

Sarah gave an update informing everyone that the St George's Hall roof has been replaced. Mitchell roofing just needs to put up some flashing and then the job will be completely finished. They are measuring the roof and contacting a spouter on our behalf. Sarah will send the quote around TLG once received.

c. Turakina Playground – Sarah

Following the site safety plan meeting, Sue, Margaret and Sarah had at St George's they decided that a decision needs to be made about the playground. The options to consider are: do we repair and repaint it, do we remove it ourselves with chainsaws etc., or do we advertise for its removal. Graham and James will meet at Turakina over the long weekend and assess the playground. They will also invite Linda O'Neill to meet with them.

d. Bulls playgroup outdoor development – Sarah

Sarah shared the plans received from the Bulls playgroup regarding their outdoor development at St Andrew's Church Hall in Bulls. The initial work they are seeking approval for is to re level the outdoor area, replace the fencing on the road end of the section and beside the school. The agapanthus and arum lilies will also be removed. The plans were warmly received by the group and deemed to add value. The TLG were happy to give some money towards this project.

Graham authorises Sarah to ask Bulls playgroup how much money they would like to request and gave Sarah authority to approve a payment of up to \$2,000. Any amount requested by Bulls playgroup higher than \$2,000 will need to be presented to the TLG group for consideration. Motion carried.

Sarah shared some feedback from the playgroup that often items in the storeroom were left in the wrong place by the Samoan VoG congregation. There are also items taking up space that may potentially not be needed anymore. It was decided that the Anglican congregation needs to make the decision around these items and to pass this matter over to Alison.

It was also agreed upon that wall signs will be made for the hall users' equipment to help gear stay in the right place in the storeroom. Graham offered to translate these to Samoan.

e. Borer treatment quote – St Stephen's – Sarah

The TLG agreed to accept the quote for \$2,070 received from pest control services for the treatment of borer in St Stephen's Church. A sign will be placed on the door of the Church warning people to stay out. Everyone agreed for this treatment to take place on the suggested date of Monday the 30th of October.

f. Electrical work

- i. upgrades – Turakina, Greatford, Hunterville – This agenda item will be re-tabled next month.

g. Exterior clean of St Martin's, Greatford – Sarah

Sarah has contacted a cleaning company – Window Cleaning Plus who will be providing us with a quote for the washdown of St Martin's exterior walls at the Willis' request. The aim is to have this job completed before the Remembrance Day service on the 12th of November.

Following the Site safety visit to St Martin's there was only one other property maintenance suggestion - which was to re-paint the exterior of the Church. Graham asked Sarah to ask the Willis' regarding their contribution first before spending any money on both these matters.

h. St Thomas' property work – Sarah

Sarah informed the group of the improvements that are looking to be made at St Thomas' after the site safety visit. Graham has contacted a couple of firms requesting quotes for a speaker wall mount. A handrail will look to be installed in the hallway staircase leading to the hall stage. Also a handrail will look to be installed for the fire exit external stairs. Sarah to contact Terry from Property Maintenance for these Jobs.

It was decided to replace the lock on the front door of St Thomas' with a more secure fitting that can be locked from the inside. Sarah to contact Terry Kelly to do this job.

The grabrail suggestion for the external Vestry steps will be discussed at the next meeting.

i. Info on Solar 'Systems – Margaret

Margaret gave a summary on the Solar Systems' initiative that was spoken about at Synod. This offer is from a company called SolarZero who effectively rent out the system with a monthly charge and no upfront fee.

Graham has written to Harrisons Solar requesting a quote for solar panels and battery systems to install at St Stephen's and at possibly some of the outlying churches. He said that we could potentially have the vicarage and Church off the grid. Graham will contact other firms as well. This idea could be especially beneficial if the hall is still to be used as a CD centre, as being off the grid could be advantageous in an emergency. The roof would need to be replaced at the same time, and ceiling insulation could look to be installed. The intention is to apply to Dudding Trust for funding to cover the costs.

9. Health and Safety – Sarah

a. Risk Manager SSP's – Update

A general update was given. This was mostly discussed previously up the agenda.

b. Legal responsibility of hiring out venue, covering H&S.

Sarah asked the group what we would do in the situation where we are hiring out a venue where the grounds are hazardous – how do we protect our liability. It was decided that the best thing to do would be to include a Caveat in the hire agreement which stipulates that we ensure that the buildings are safe and compliant, but the grounds are a multi-hazard area and the grounds become the responsibility of the hirer.

10. Administration

a. Bank Signatory process – Sue

The new signatories have been added and the old signatories removed. This process is complete now, after a lengthy time sorting this.

b. Synod Report – Margaret

Margaret gave us a summary of her time at Synod. She found it really interesting. The Bishop's charge was that these are challenging times and still we stand, to live out grace and mercy and put everything into alignment with God.

Of note was that financial challenges within parishes are becoming more and more common. The Diocese produced a nice graphic which could be shared with the Parish around what our budget share is spent on.

The Diocese has a bicultural project they have started called 'At Home in this Land'. The aim is to research the provenance of all Diocesan land, how it was acquired and the social context of the acquisition, starting with the places with a known difficult history, and sites where we are building. Parishes have been asked to Research the land. Firstly, watch the bicultural videos available on the Dio website, find out local parish stories, identify and contact the local Marae and find out their stories and relationship with the land.

A conversation was held within TLG discussing our use of Te Reo and that it was felt by some that we could potentially work towards using more within our services.

Margaret was asked to write a summary of the Synod meeting to send to Graham for approval. Administrator to upload to Parish website.

The idea of a rolling Synod Rep was shared by Graham. Ideally the Vestry member would be in this role for 3 years and in the final year the proposed new rep would attend the Synod alongside the current rep who is finishing up.

Graham asked that we table the renewal of his license for next month's agenda.

General Business

Nil raised

11. Closing Business

- a. Date for next TLG meeting – Thurs 16th November

These minutes are deemed a true and accurate record:

 16/11/2023

Signed by chairperson:

Date: