

Minutes of the TLG Meeting

Rangitikei Anglican Parish

Thursday 21st September, 7.15pm, St Stephen's Hall, Towgood Room

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

1. Apologies: John Green

Devotions: Group Activity centred on the presence of the holy spirit

Opening business:

2. Previous minutes 17-8-23:

One amendment was suggested for agenda item 7. To remove the second sentence and change it to read 'there is a significantly more positive attitude'. Chair moved that the minutes were accepted as a true and accurate record based on the above change being made, all agreed. Carried.

3. Matters arising from previous minutes:

- James Middleton is happy to take on the maintenance and upkeep role at St George's Turakina and has already started this. **Graham to suggest James gets in touch with Sarah. Sarah to pass on Linda O'Neill's contact details to James.**
- Marton Christian Welfare Committee Church Nominations. Sue has talked to Prue and she was very happy to continue in this role. The form has been returned.
- \$81,534.44 – was the amount received from the Dudding trust fund to re-roof St Stephen's hall. Graham informed the group that if the funding was received before 2021 we could apply again. There is now more accountability when applying for Dudding trust money. The upper limit for grants from Dudding Trust fund is \$20,000 for the community, but there is no upper limit for our Parish.

4. Correspondence:

- Graham has received a letter from Robin Peirce. She would like permission to run an All Saints service on a Wednesday 1st November and has sent a draft advertisement through.
Graham will send a message back, approving this and stating that it's not necessary to send this type of request to TLG and the administrator can be contacted instead.

5. Finances – Caro/Graham

- a. Finance Report: Caro spoke and reported that the finances are looking really healthy this month.
There is the \$35,000 deposit for St Martins which will be going through to the AMSIF.
The new bequest total is \$110,133.73. All but 10% of this amount will be invested into St Stephens AMSIF account, as there are no restrictions on it. The money has come from the estate. Caro will enquire with the office at FR Twiss and co to see if his name can be made public.
- b. Graham has started forming the committee group to make the decision on where 10% of this bequest could be tithed to.
- c. Michelle Tofts has come onto the Finance committee in the last month, which has been extremely positive. She has analysed things through a fresh lens and brings a wealth of knowledge from her time as Treasurer at Christ Church.
- d. We are tracking to budget – zero balance at the end of the financial year.
- e. There was the suggestion for a notice to be placed in the pewsheets giving a summary of the parish's finances. **Graham to ask Michelle if she could create a summary.**
- f. A list of bequests and the regulations around what the money can be used for was sent to the finance committee and was very helpful. Sue was thanked for compiling this.
- g. The AMSIF funds are doing well, and the return is quite high at the moment. We received around \$20,000 - \$25,000 per quarter in interest returns.

Caro moves that the financial report be received. Margaret seconded. Carried.

6. PiC Report – Graham:

Graham is talking leave from the 22nd of September to the 4th of October. Alison is 2nd in charge and should be contacted if something serious happens.

Graham has received a report from the Diocesan Council who were contacted by Bishop Justin. In order to get back into a normal system with a vestry the process is

to hold a special general meeting where a new vestry including a new Peoples Warden is elected. Graham has been advised to wait until March or April to hold this – so the intention is to hold this meeting in the first half of next year.

It has been suggested that we scrap our electoral roll and start again. Electoral roll forms to be handed out at services and should reach people who are regular parishioners. Conversations could potentially arise about people needing to attend church services regularly – can reapply in 12 month's time based on attending services regularly.

Graham will develop a vestry training discipleship group to lead into the official vestry being nominated. This will be announced in the notices. Clergy spouses cannot be on vestry. There are expectations on levels of behaviour of Vestry members.

Graham wants a subcommittee to develop the electoral roll form. Margaret volunteered to help. Clergy will be part of the team to attest accuracy. Sue suggested Ngaire. **Sue will ask Ngaire on Grahams behalf.**

Ideally this general meeting could be timed in with the financial AGM.

Graham moved from the chair that his report be received. All in favour. Carried

7. People's Warden Report – Sue:

Sue informed the TLG of the work Alison is doing in Bulls. She is actively working in Bulls and is doing a great job. The Bulls congregation will be having a shared morning tea with the toy library on Saturday the 23rd of September and then are holding a pet blessing service on the 1st of October. Alison is finding this job really rewarding.

Sue thanked Sarah for all the administration work she is doing.

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

8. Property Sub-Committee – Jay

a. General property update

- Vicarage report, all renovation work is complete minus the plastering.
- Cracked toilet seat at St Thomas. **Jay will take measurements and order new toilet.**

b. St Stephen's Hall roof upgrade:

A quote has been received from Richards construction and written advise has been received from Mitchell roofing who have suggested that it doesn't need replacing until 3-5 years time.

Cobhams plumbing did the work on the St Stephen's hall gutterings and the leaks have been fixed. Jay recommended that we leave the roof work for now. Everyone agreed. Margaret suggested that we make plans for re-roofing in 3-5 years time, and asked if we should put money aside. Conversation was had and we will look at applying for funding from Dudding Trust, or from any other funding avenues. The contingency plan would be to put surplus from AMSIF aside for the roof in case we're not granted the Dudding trust funding. At the same we should be looking at what we can do to future proof the building. For example, solar panels could be installed on the roof.

c. Turakina Hall Roof repair:

2 different quotes were received; from Mitchell roofing and from Richards construction. As Mitchell roofing is only a roofing company there was no quote for the interior doorframe building work. **Graham moved to accept the internal building work quote from Richards Construction for \$1,580. Jay seconded. Motion carried. Graham moved to accept the re-roofing quote from Mitchell Roofing for \$9,589.75. Jay seconded. Motion carried.**

Sarah to contact and liaise with Richards construction and Mitchell roofing about the jobs. These works are to be funded through the St George's Tollemache account.

d. Arborist work:

Jay has contacted a bunch of companies, a lot can't work around powerlines, which is where the tree at Greatford is sited. The companies who are approved and registered to carry out this work are very busy. The large gum tree in the paddock at St Andrew's, Bulls was mentioned, and **Sarah was authorised to contact an arborist to give us a quote.**

Graham to ask John Turkington about the Turakina conifer, which is wrapped around the playground.

e. Property work at Bulls:

Sarah gave a rundown on the jobs identified in Bulls after the visit to St Andrew's. There was a suggestion that we upgrade the back steps leading out of the kitchen, by adding a handrail. As this is a fire exit we need to check whether we are still meeting compliance as we are making a change to what is already existing, so we need to make sure a further upgrade of the steps would not be required. This can be checked out with the tradesperson, or with the Health and Safety representative at the Diocese.

The piano in St Andrew's hall was discussed. The concern is that pianos are a risk in an earthquake, they are very heavy and move. Graham suggested against fixing this piano in place, as the implication of this would mean that we would consequently need to fix all of our pianos in the parish. All agreed that we will remove the piano. Sarah to check with Alison about whether the Anglican congregation uses it. Sarah to also check with the playgroup. Ask if Alison knows of anyone who might remove it.

Sarah to contact John Garrett about fixing the wobbly handrail inside St Andrew's Church. Graham would like the lectern left unfixed.

Sarah to ask the tradesperson, possibly Terry from Property Maintenance about the replacement of the asbestos tile. All workers need to be made aware that there is asbestos.

f. Borer treatment – St Stephen's:

The necessity of this work has been questioned by a couple of people. Sarah gave a run down on the types of treatment available that she was aware of. It was decided to go ahead with the quote, and discuss the job once we have a cost.

g. Electrical work

I. Upgrades – Turakina, Greatford

Jay will follow up with Portercom about these locations.

II. Tagging:

Graham updated Jay about the tagging. Graham asked is it worth asking any of the congregations if they would like the qualification? We are currently paying \$7 a tag. The person who the Parish put through the course would then be expected to carry out the Parish's tagging at cost annually. An asset register for all locations needs to be created.

9. Health and Safety – Sarah

a. Risk Manager SSP's – Update:

Sarah gave a run down on the subcommittee that has been formed consisting of herself, Sue and Margaret. Site Safety Plan assessments have been undertaken at St Stephen's and St Andrew's so far, and these buildings now have an approved SSP on Risk Manager. These need to be reviewed annually.

b. Fire Extinguishers:

Sarah has enquired with a Wanganui based company to undertake regular servicing and maintenance at our locations in Bulls, Hunterville and Turakina where this is not being done. We are going to request a travelling extinguisher which is located at the office for use at the fallowed sites occasionally when a service is to be held. Fire extinguishers should be attached by the fire exit. Graham informed us that there will be a service at Greatford on the 11th of November, so if they could be in place before then that would be great. Sarah also to ask that they re-use old cylinders where possible to save us money.

10. Administration

a. Bank Signatory process:

Sarah asked Caro where she was at with giving her administrator access to ANZ online. Caro will action this asap.
Sarah to look and see if she can apply for Parish credit cards now.

b. Parish car

- I. Graham is happy to use his own car, and has parked the parish car at the vicarage for those on Church business to use.
Graham will retain a fuel card, and through tracking mileage will fill up once every 2 months.
There was a suggestion about replacing the ageing Parish car with an electric or hybrid car, and we could make a Dudding trust application for this. Alistair Davis with his Toyota background would be a good contact to talk to.
There was a discussion about whether we need a car or not. Will wait and see how often the car is used as to whether we can warrant buying a replacement. The car was initially purchased for a curate based at the vicarage who required a second car as his family only had one. There may not be the same need for a car now.
Sue would like to clean out the vicarage garage and keep the car in there. We will get the garage door closer fixed.
- II. Mileage rate increase:
Caro made us aware that the IRD mileage rate for reimbursement has increased to 0.95c per km. TLG agreed to update our reimbursement rate to reflect this. With the parish car being located in Marton; the

parish car is going to be made available to all members of the parish who are authorised to do business on behalf of the parish and as a consequence no mileage allowance will be given.

Mileage won't be paid except in a specified case. Graham will pass this message on to clergy. The car key will be kept in the office.

We will honour Alisons claim at .70c up to \$120 a month, dated prior to this date. As agreed with the Priest in Charge there is a 3 month limit on claims.

General Business

11. Closing Business

- a. Date for next TLG meeting – Thurs 19th October. All agreed. Caro apologised as she will be away.

Meeting closed at 9.24pm with prayer

These minutes are deemed a true and accurate record:

Signed by chairperson:

Date: 25-10-23

G Conlon B