

Governance Discipleship Group Meeting Thursday 22nd August 2024

Present: Rev Graham Conlon - PiC, Sue Wells – People's Warden, James Middleton – Bishop's Warden (Via Zoom), Sarah Judd - Administrator, Rev Adrian Tofts - Secretary, Barry Brown,

Apologies: John Green, Jay Ayers, Caro MacArthur - Treasurer

Adrian opened in prayer and lead a devotional on Jesus calming the storm.

Minutes

MOTION: That the minutes of the June meeting be accepted as a true and accurate record.

MOVED BY: Chair

CARRIED.

Matters Arising

Eco Church self-evaluation form to be completed by Sue and Graham.

Mission for submissions on the government consultation on the second emissions reduction plan to take place over the next few weeks.

Administration Matters

St. Stephen's Heating and Quote

A quote for repair of the underfloor heating at St. Stephen's Church was received from Judd Refrigeration. The underfloor heating should be working. However, it is broken. The quote is for \$4,859.30 to repair.

MOTION: To approve the quote up to \$5,000 to repair and future proof the underfloor heating system at St. Stephen's Church and pay for this with the St. Stephen's AMSIF.

MOVED BY: Chair

CARRIED.

ACTION: James to accept the quote.

Cleaner Position

Sarah put a proposal together and draft job advert as discussed with Sue. The cleaner role will be for 4- 4.5hrs of cleaning work per week. Discussion around including a travel allowance. This can happen by negotiation with the idea that we aim to be a good employer.

ACTION: Sarah and Graham will put together a job description, employment agreement, advertise and begin an interview process.

St. Stephen's Church and Hall Fire Exit and Safety Plan

We use Chubb and Kevin Jenson to look after our IQP checks, fire system and exits so that our buildings can pass their BWOFF. Chubb completed their inspection on 31st July 2024. There are some issues to do with exits. Legally we are required to resolve these. The basement of St. Stephen's Hall needs an illuminated exit sign as it is a fire exit, and the door needs to be repaired as it is currently boarded up. The door into the vestry at St. Stephen's should have a crash bar or easy-open handle as it currently blocks a fire exit.

ACTION: Property Committee and Sarah to liaise and organise a builder to look at. Sarah to get a locksmith to look at vestry door for an easy-open handle.

There is a large amount of rat faeces in the basement of St. Stephen's Hall. James has also put bait stations out at Turakina.

ACTION: Sarah to purchase bait stations and James will put the bait out. James will check on Turakina bait stations and Sarah will purchase more bait stations for there as well.

Evacuation plan to be developed, map and fire warden vests to have signage and fire drills run with key personal. Fire evacuation script should be written for people hiring buildings to read out.

Building Insurance

Diocese are looking at changing the designations of some of the buildings in the diocese for insurance purposes. The goal is to lower our indemnity. Table this for discussion at next meeting.

Correspondence

Letter from Marton Christian Welfare Council

The Marton Christian Welfare Council is asking for two representatives from the parish to be nominated by us. Sarah has contacted Prue Deighton and Ann Fowler to check if they are willing to stand again. Prue and Ann are willing and are nominated for another term.

ACTION: Sarah will respond.

Letter from Margaret Thompson

Two trolleys are requested for the plant fair. \$200 from the ministry budget is authorised by Graham to purchase these for the church.

The speakers in the chancel are not working. They have been switched off as they create a feedback loop. A sound expert from the Diocese is coming to look at sound system later in the year.

We agree to a hymn-sing fundraiser being held later in the year to raise funds for the organ.

Discussion was had around placing a toilet in St. Stephen's Church. This would be too complicated and expensive and there are already toilets accessible.

ACTION: Graham will respond.

A proposed budget for the Plant Fair was received for approval. The budget was approved and \$500 was authorised from fundraising budget by Graham.

General Business

Marton Food Pantry seeks permission to advertise on the parish Facebook page and pew sheet and to encourage people to vote for through the Good in the Hood initiative at the Z petrol station in Marton. There is a monetary prize which would go towards the running of the Food Pantry.

MOTION: To give permission to support the Good in the Hood initiative through advertising on the parish pew sheet and Facebook page.

MOVED BY: Chair

CARRIED.

St. Stephen's Church Pews

Feilding pews on loan will be put out at St Stephen's over the next few weeks for feedback and conversation.

Photography Trail

Tu Tu Totoro featured as part of a photography trail. Sarah will liaise with the event organisers.

Adrian closed in prayer. Meeting closed 8:50pm.

Next meeting: 26th September 2024, 7pm, Towgood Room