

# Anglican Diocese of Waiapu

## STANDING COMMITTEE

### Minutes

**Of the Special Zoom Meeting to be held at via Zoom Video Conference  
on Tuesday 24 August 2021 at 8.00am**

**MEMBERS:** Bishop Andrew Hedge (Chairman), Rev'd Jenny Chalmers, Rev'd Jo Crosse, Venerable John Matthews, Miss Alison Thomson, Venerable Bronwyn Marchant, Venerable Linda King (until 9am), Mr Paul White, Ms Lauren Hibberd, Mrs Elaine Wood

**IN ATTENDANCE:** Ms Colleen Kaye (Registrar), Mrs Debbie Phillips (Minutes), Ms Tracey O'Shaughnessy (Finance Team Manager)

**APOLOGIES** Apologies were received and accepted from Mrs Penny Hales

**PRAYER/WELCOME:** Bishop Andrew

Item No	Item
Spl SC 21.08.1	<p><b><u>Confirmation of Minutes</u></b></p>
Spl SC 21.08.1.1	<p><b><u>Minutes from the 5 August 2021 Standing Committee Meeting</u></b></p> <p><i>The following amendments were made:</i></p> <ul style="list-style-type: none"> <li>• <b>Item 21.08.8 - Mission Aligned Investment:</b> Alter the spelling of "Hirini Carr" to "Hirini Kaa".</li> <li>• <b>Item 21.08.11.2 - GSSC Representative Report:</b> Alter the reference to Bishop Andrew attending Archbishop Fereimi Cama's "funeral" to "memorial service".</li> </ul> <p><b><i>Resolved:</i> That the minutes of the meeting held on 5 August 2021 be confirmed as a true and accurate record subject to the above amendments being made.</b></p>
Spl SC 21.08.1.2	<p><b><u>In-Committee Minutes from the 5 August 2021 Committee Meeting</u></b></p> <p><i>The following amendment was made:</i></p> <ul style="list-style-type: none"> <li>• <b>Item 21.08.6 – Royal Commission of Inquiry:</b> In bullet point 2 capitalise the words "Social Services Trust Board".</li> </ul> <p><b><i>Resolved:</i> That the In-Committee minutes of the meeting held on 5 August 2021 be confirmed as a true and accurate record subject to the above amendment being made.</b></p>
Spl SC 21.08.2	<p><b><u>Canon 18</u></b></p> <p>The following main points were discussed around this item:</p> <ul style="list-style-type: none"> <li>• <i>Clause 2.3 (new draft Canon 18):</i> Re the Board paying a reasonable fee to trustees at its discretion. It was felt the Diocesan Trust Board, as the appointing body, should be the one to set the quantum for the fee to provide WASSTB trustees with better transparency around any conflict of interest. As such it was suggested the clause be altered to indicate that "the Board may pay a reasonable fee to trustees at its discretion, and that the quantum for this fee be approved by the Diocesan Trust Board".</li> <li>• <i>Clauses 2.5 and 2.6 (existing Canon 18) and Clauses 3.5 and 3.6 (new draft Canon 18):</i> This proposed change effectively meant the performance review of WASSTB</li> </ul>

	<p>would be done at Synod rather at Standing Committee level which has previously been the case, leaving only the Statement of Intent to be considered by Standing Committee. Caution was expressed that having the performance review done by the larger body may not work as well in practice and Bishop Andrew outlined the background and reasoning behind this clause from WASSTB's perspective.</p> <p>It was suggested a meeting between Standing Committee and the WASSTB Chairman and CEO of ACW be scheduled for between March and August each year to review WASSTB's performance over the previous year as part of their preparation for their Annual Report to Synod.</p> <ul style="list-style-type: none"> <li>• <i>Clause 3.12 (new draft Canon 18):</i> The new clause appeared to lock in financial support for chaplaincy in rest homes, but no longer indicated an obligation for WASSTB to encourage and support chaplaincy in the other social services it carried out. So if they were no longer the entity responsible for providing this support and encouragement, there needed to be clarity around who was.</li> </ul> <p><i>It was agreed that a Sub-Committee comprising Bishop Andrew, Rev'd Jo Crosse and the Registrar report back today to the Chairman of WASSTB and the CEO of ACW on Standing Committee's discussion around the proposed changes to Canon 18, enabling them to progress this issue with their Board to meet Synod reporting deadlines. <u>Action</u></i></p>
<p><b>Spl SC 21.08.3</b></p>	<p><b><u>Draft Budget - January 2022 to December 2022</u></b></p> <p>The Finance Team Manager spoke to the draft budget/commentary and outlined the follow up done since the last Standing Committee meeting around the budget, the sustainability of the Diocese and how it was proposed to move forward. She believed the breakeven budget was realistic, however with an estimated surplus of only \$1,112 there was no room for movement.</p> <p>It was noted that an area to be discussed with parishes was around the costs the Diocese was carrying on their behalf. To this end she was working on preparing some graphs for parishes that showed what their assessments were being spent on. The Registrar elaborated on this issue further and reiterated that work was being done for a number of parishes with the costs being directly absorbed by the Administration Centre instead of being passed on to them (eg, the provision of HR advice/training, IT and financial services etc), and she confirmed this was an area that would be addressed going forward.</p> <p>Bishop Andrew said when the budget was presented at Synod, people would want to know how the forecasted deficit for the year would be met, <i>and he asked the Registrar to pre-empt this with some information that gave clear visibility around what the total reserves were and where cash was held by the Diocese etc. <u>Action</u></i></p> <p><i>The Finance Team Manager was asked to reword the sentence at the bottom of the budget that said "These financials reflect all revenue and expenditure from external sources only" so they did not make Parishes look like they were external to the Diocese. <u>Action</u></i></p> <p>Bishop Andrew expressed the Committee's thanks to the Finance Team Manager for all her work on preparing the budgets.</p> <p><b><u>Resolved:</u> That the budget for January 2022 to December 2022 be approved and put forward to Synod 2021.</b></p>
<p><b>Spl SC 21.08.4</b></p>	<p><b><u>Stipends/Salary re Covid Shutdown</u></b></p> <p>Bishop Andrew introduced this item which had been put on the agenda for discussion due to the commencement of the level 4 lockdown last week. Points to be discussed and noted included:</p>

	<ul style="list-style-type: none"> <li>Sources of income that had been affected by the lockdown – eg, Op Shops etc and income from giving.</li> <li>The ability of Parishes to weather the storm due to the uncertainty around how long lockdown would last.</li> <li>The threshold for the wage subsidy for this lockdown was a 40% reduction in income which came into effect one week after lockdown. As the Diocese was one entity, there had to be a reduction across the whole entity to qualify for this. Last year we just crossed the line for a 30% reduction in turnover.</li> <li>The need to clearly advise Parishes that they cannot apply for the wage subsidy as individuals parishes was raised. One option if they cannot afford to pay people was to look at paying annual leave.</li> </ul> <p><i>The Registrar was asked to:</i></p> <ul style="list-style-type: none"> <li><i>Send an email to Vicars and Wardens, advising what information needs to come back to her team and giving direction on how Parishes can support paid staff, and to let them know the Diocese was unlikely to meet the 40% threshold for the wage subsidy in this lockdown but that this would be actively monitored over the next couple of months.</i></li> <li><i>If necessary, organise a Special Standing Committee meeting between Synod and the October meeting to review where things are at for people and to see if there are options that can be offered for targeted responses. <u>Action</u></i></li> </ul> <p><b><i>Resolved:</i></b> <i>That if the Registrar determines the Diocese meets the 40% wage subsidy threshold, they be authorised to apply for this.</i></p>
<p><b>Spl SC 21.08.5</b></p> <p>Spl SC 21.08.5.1</p> <p>Spl SC 21.08.5.2</p> <p>Spl SC 21.08.5.3</p>	<p><b><u>Next Meetings/General Business</u></b></p> <ul style="list-style-type: none"> <li><b><u>Synod</u></b> <b><i>Resolved:</i></b> <i>That the due to the Covid lockdown, the Diocese moves to a Zoom option for Synod this year and that details be rearranged around this.</i></li> <li><b><u>Standing Committee</u></b> The next meeting is scheduled for Thursday 21 October 2021 and further details re venue etc will be confirmed closer to the meeting.</li> <li><b><u>Reverend Ann Dinniss</u></b> Standing Committee acknowledged the recent passing of Reverend Ann Dinniss.</li> </ul>

**As there was no further business, the meeting closed at 9.45am**

CONFIRMED

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