

Anglican Diocese of Waiapu

STANDING COMMITTEE

MINUTES of the conference meeting held in the Boardroom,
Waiapu Anglican Centre, 2 Bower Street, Napier and Papamoa Gardens on
Thursday 20 June 2019 commencing at 10.30am

CHAIRPERSON: The Right Reverend Andrew Hedge

	<p>Membership</p> <p>Papamoa Bishop Andrew Hedge Mr John Binns Mrs Elaine Wood Rev'd Paul Williamson Rev'd Isabel Mordecai Rev'd Jenny Chalmers</p> <p>Napier Miss Alison Thomson Dr Diane Mara Rev'd Tim Barker Rev'd Jo Crosse Ms Allana Hiha</p> <p>In Attendance: Ms Colleen Kaye (Registrar) Mrs Bianca Snee (Minutes Secretary part) Mrs Sandra Gifkins (Minute Taker)</p> <p>Apologies No apologies</p> <p>Opening Prayer: Led by Bishop Andrew Hedge</p>
	<p>Please note:</p> <ul style="list-style-type: none">• The meeting did not follow the order of the agenda, however the minutes are recorded as per the agenda.• For future meetings, Zoom will be trialled as the new platform for video conferencing. Details will be circulated prior to the next meeting.
SC 19.06.1	<p>Confirmation of the Minutes – 11 April 2019</p> <p>It was noted that there was a typographical error with the misspelt word 'counsel' 2nd line Bishop's Report SC 19.02.6.</p> <p><i>Resolved:</i> That notwithstanding the above, the minutes of the meeting held on 11 April 2019 be confirmed as a correct record.</p> <p><i>Action:</i> <i>Minutes Secretary to update the typographical error in the minutes.</i></p>

Matters Arising and Action List:

- The Standing Committee Clergy members met at 10am on 20 June 2019 to discuss the appointment of Dean Ian Render as Clergy representative on the Standing Committee. It was confirmed that Dean Ian Render has given his approval for his name to be put forward.
- The Committee discussed circulating the key points raised from 'general matters' coming from the Standing Committee meetings. It was agreed these will be circulated via e-News for the wider clergy community.

Resolved:

That the appointment of Dean Ian Render be approved by Bishop Andrew.

Action:

- Minutes Secretary to invite Dean Ian Render to future Standing Committee meetings.*
- Minutes Secretary to update e-news with general matters.*

Shared Services Agreement

A discussion was held regarding the Shared Services Agreement. An updated Shared Services Agreement was presented to reflect the relationship 'ADW via its shared services team' and the following points were highlighted:

- 11.2(a) has been updated to 'fifth' day.
- The annual fee has been reviewed, and as a result has been reduced to a more accurate figure. This reduction reflects internal staff movements and consolidation of some tasks within the financial team.
- WASSTB has been paying the original fee since 1 January 2019 and will start paying the new fee going forward, however, this will not be backdated.
- It was noted that the Diocese Shared Services Team are continuing to improve the services available. The intention is to adapt and utilise the flexibility within the team.
- It was noted that there has been an increasing demand from parishes to services, in particular HR and greater financial support. The intention is to be able to offer property resource, fundraising assistance and health and safety roles in the future.
- The Committee discussed that the present workload for The Diocesan Registrar needs to be monitored.
- It was noted that the Standing Committee should review the budget for 2020, which is being presented to Synod in September, to ensure adequate staffing is factored in.
- It was suggested a name change for 'Shared Services' be considered.

The Bishop discussed the upcoming regional conferences where the theme will be 'Living and working together as a Diocese'. There will be a concerted effort to use uniform language across the Diocese to reduce any confusion regarding the Shared Services.

WASSTB are working through their own governance review, which will be presented at the August meeting. This is an opportunity to review the skill base/governance appointments, and WASSTB will be seeking recommendations from the Standing Committee.

	<p><i>Resolved:</i></p> <ol style="list-style-type: none"> <i>i. That the Committee receive and approve the updated Shared Services Agreement between ADW and WASSTB and delegate Bishop Andrew to sign on behalf of the Standing Committee.</i> <i>ii. That the Diocesan Registrar report back to Standing Committee at the final meeting of the year, on the effectiveness of the working relationship.</i> <p><u>IT Project Update</u></p> <p>The IT project across ADW and ACW is progressing, although perhaps not as smoothly as anticipated.</p> <ul style="list-style-type: none"> • The parishes that were required to change over to the provider NOW have done so, resulting in same or better connectivity. • It is hoped that NOW may be able to provide greater reporting to the Parishes. A review will be undertaken of what reports are available. <p>Sandra Gifkins was introduced to the Committee. Sandra is the new Executive Assistant to Colleen Kaye and Personal Assistant to Bishop Andrew.</p>
<p>SC 19.06.2</p>	<p><u>Napier South Parish</u></p> <p>A declaration of interest from Allana Hiha was received. The committee agreed that Allana may stay for the course of the discussion but would not be involved in the decision making process.</p> <p>To date, the parish has been involved in discussions regarding the required repairs and maintenance for the Hall and vicarage, on the St Augustine’s site and St Lukes Church. Initial reports indicated that substantial work would be required for each building, and the suggestion of the possible sale of the land/church to developers may be considered.</p> <p>The Standing Committee moved into committee at 11.50am The Standing Committee moved out of committee at 12.19pm</p> <p><i>Resolved:</i> <i>That further discussions are to be held with the Parish to discuss their future options.</i></p> <p>Allana Hiha was invited back to the meeting.</p>
<p>SC 19.06.3</p>	<p><u>Mahora Parish</u></p> <p>The Diocesan Registrar provided an update to the Committee, highlighting the main points:</p> <ul style="list-style-type: none"> • St James Church has been marketed to known interested parties. • Three parties have commenced discussions; however, none have taken it further than an initial enquiry. • A Seismic Report has not been undertaken, as the cost may not be recouped. <p>The Committee agreed that it was time to place St James Church on the open real estate market.</p>

	<p><i>Resolved:</i> <i>That the Diocesan Registrar is authorised to place St James on the open local real estate market to gauge interest and possible sale.</i></p> <p>The Committee was suspended for the lunch break at 12:30pm Allana Hiha left the meeting at 12.30pm Bianca Snee left the meeting at 12.30pm</p>
<p>SC 19.06.4</p>	<p>The Committee reconvened at 1.15pm</p> <p>Finance Team Manager, Tracey O’Shaughnessy, was invited to join the meeting at 1:15pm to present the financial reports.</p> <ul style="list-style-type: none"> • Financial Report to 31 May 2019 • Income and Expenditure summary • Parish Financial Health Sheet <p>Points of note:</p> <ul style="list-style-type: none"> • The Shared Services Agreement shows a movement due to staff lower than budgeted. • Investment returns continue to be positive with the Permanent fund receiving \$2.50 per unit • Ministry education is down due to under-utilised spending from the New Initiatives Funding. <ul style="list-style-type: none"> ○ Funding had been received from St John’s Board. ○ There has been an application for variation and explanation to change required, which has resulted in an extension being granted. ○ Discussions are underway with Te Kaunihera, and the Trust Board is keen to find out more on the learnings. • End of month processes have improved as Shared Services are more aware of Parish status: <ul style="list-style-type: none"> ○ Top priority of team is response timing to requests and being more proactive ○ Good feedback is being received from Parishes ○ Audit currently underway with a main focus on anti-fraud processes. ○ Investment returns/property rentals – Parishes need to ensure everything is working well. Time to review investment portfolios for each parish. ○ Future work is still to be done on simplifying management and clarity for Parishes. <p><i>Resolved:</i> <i>To receive the financial reports to 31 May 2019.</i></p> <p><i>Action:</i></p> <ul style="list-style-type: none"> • <i>Bishop Andrew to write a reflections report outlining the use of the new initiative funding for the St Aiden’s Community.</i> • <i>East Papamoa to consider the St Aiden’s Community. Progress on discussions being held from Paul Williamson and Jenny Chalmers.</i> • <i>Finance Team to complete updated investment portfolio information.</i>

	<p>The Committee acknowledged the Finance Team Manager and her team for working hard and getting the work in on time.</p> <p>The Finance Team Manager left the meeting at 1.51pm</p>
<p>SC 19.06.5</p>	<p>Diocesan Committees</p> <ul style="list-style-type: none"> • <i>Diocesan Canon Review Committee</i> Nothing to report. • <i>Diocesan Ministry Committee</i> Nothing to report.
<p>SC 19.06.6</p>	<p>Other Reports</p> <p><u>Bishop's Report</u></p> <ul style="list-style-type: none"> • Te Kaunihera Board is going through an appointment process for the Manakura at the College. This is involving several meetings over the next few weeks. There are several exciting projects commencing and educational projects through the College. <p>A discussion was held, and Clergy have requested more transparency of general business from the Bishop's office. Consideration will be given to how this will happen.</p> <p>The Committee moved into committee at 2.09pm The Committee moved out of Committee at 2.19pm</p> <p><u>General Synod Representative Report</u></p> <p>Rev'd Jo Crosse informed the Committee that there was nothing to note.</p> <p><u>TPCCG Representative Report</u></p> <p>Alison Thomson informed the Committee that there was nothing to note</p>
<p>SC 19.06.7</p>	<p>Other Business</p> <p>Rev'd Jenny Chalmers advised that the change in levy creation and payouts was recently discussed at a meeting of UCANZ and how it will impact CV parishes.</p> <p>She also noted that there are many small parishes with a large property asset base and this makes uniting parishes very challenging.</p> <p>Action: <i>Jenny Chalmers to produce a one page FQA's sheet on learnings from the Omokoroa model.</i></p>

2019 Meeting Dates:

8th August 2019 29th October 2019 5th December 2019

Bishop Andrew concluded the meeting with a prayer 2.47pm.

Confirmed: cf Andrew Winger
Chair

Date: _____