

Anglican Diocese of Waiapu

STANDING COMMITTEE

Minutes

For the meeting to be held at the St Michael and All Angels Church Hall,
86 Vicarage Road, Puketapu, Napier, and via Zoom Video Conference
on Thursday 5 August 2021 at 9.36am

- PRESENT:** *Attending on Site:* Bishop Andrew Hedge (Chairman), Reverend Jenny Chalmers, Reverend Jo Crosse, Venerable John Matthews, Miss Alison Thomson, Venerable Bronwyn Marchant, Mrs Penny Hales, Venerable Linda King
Attending Via Zoom: Mr Paul White, Mrs Elaine Wood, Ms Lauren Hibberd
- IN ATTENDANCE:** *Attending on Site:* Ms Colleen Kaye (Registrar), Mrs Debbie Phillips (Minutes).
Attending on Site for: Item SC 21.08.4 - Ms Tracey O’Shaughnessy (Finance Team Manager); *New late item re ACW Change to Canon 18* - Mrs Lucy Laitinen (CEO Anglican Care Waiapu)
- GUESTS:** *The following guests joined the meeting for lunch at 12.30pm:* Steve Taylor, Val Gould (Te Pae Tawhiti project); the Venerable John Hebenton, Venerable David van Oeveren and Rev’d Deborah Broome.
- APOLOGIES:** There were no apologies
- PRAYER/WELCOME:** Bishop Andrew opened the meeting in prayer then welcomed everyone and outlined the timetable for the day.

Please note: The meeting did not follow the order of the Agenda, so the minutes are recorded as they were discussed.

Item No	Item
SC 21.08.1	<u>Confirmation of Minutes</u>
SC 21.08.1.1	<u>Minutes from the 24 June 2021 Standing Committee Meeting</u> <i>Resolved: That the minutes of the meeting held on 24 June 2021 be confirmed as a true and accurate record.</i>
SC 21.08.2	<u>Action Lists and Matters Arising from Action Lists</u>
SC 21.08.2.1	<u>Action List</u> The actions were noted/updated.
SC 21.08.2.2	<u>Matters Arising from Action List</u> <ul style="list-style-type: none"> • Action Item 21.25 General Business - Discussion on Episcopal Ministry Team (EMT) and Episcopal Forum for Governance (EFG): It was noted a draft “<i>Bill to Amend All Diocesan Canons</i>” to remove all references to “Regional Deans” and replace them with references to “Archdeacons” was on the Agenda for discussion later today.

	<ul style="list-style-type: none"> ● Action Item 21.27 General Business - Safehere/Safeguarding Review: Rev'd Deborah Broome was in the process of getting the Ministry Committee reformed so work should be able to get underway soon.
<p>SC 21.08.3</p> <p>SC 21.08.3.1</p> <p>SC 21.08.3.2</p>	<p><u>Property</u></p> <ul style="list-style-type: none"> ● Waiapu Anglican Centre Redevelopment Update Report The contents of the Property Manager's update report on the Waiapu Anglican Centre redevelopment were noted. <i>Resolved: That the Board receives the Property Manager's update report on the Waiapu Anglican Centre redevelopment.</i> ● Maintenance to Diocesan Buildings <ul style="list-style-type: none"> – There was discussion on the Property Manager's report which addressed the provision of a consistent approach to property maintenance, outlined two options for the way forward, and recommended the adoption of a centralised model for the maintenance of Diocesan buildings. It was suggested that what might be helpful was for an annual maintenance manual to be produced for parishes which outlined what they were required to do and check each year. – It was also felt that more work needed to be done around providing clear information on costings and how they would be allocated (eg, per building, per square metre etc). <p><i>The Registrar to give feedback on the discussion to the Property Manager, and the Committee looked forward to hearing more back about this matter. <u>Action</u></i></p>
<p>SC 21.08.4</p> <p>SC 21.08.4.1 – 4.5</p>	<p><i>The Chairman welcomed Tracey O'Shaughnessy, Finance Team Manager, to the meeting</i></p> <p><u>Financial Reports</u></p> <p>The Finance Team Manager presented the financial reports for June 2021, together with the Audited Annual Accounts to December 2020. The content of the reports were noted and the some of the main points noted were:</p> <ul style="list-style-type: none"> ● The auditors were currently working on a management letter which would be provided to the next Standing Committee meeting. ● From next year the Diocese was required to provide a Statement of Service Performance for non-financial information and staff were working on what some of the auditable measures could be. <i>The results of this work would be brought back to the next meeting for consideration with a view to putting them in place by late November. <u>Action</u></i> ● The Finance Team Manager gave an update on the status of the IT project and the reasons why this had turned out to be much bigger and had taken longer than originally anticipated. The main reasons for the extra costs were due to extra staffing and licencing requirements. These costs were unsustainable long term, and a complete review was underway to mitigate them going forward. The extra costs incurred this year would be absorbed by unrealised gains on investments, and the Registrar said that budget surpluses retained over the last few years would be used for this purpose.

	<p><i>The Registrar undertook to check on the actual level of reserves and confirm they were not tagged and were available to be used for this purpose, and report back to the Committee. <u>Action</u></i></p> <ul style="list-style-type: none"> • Members raised a number of queries around the financials which they believed could be asked at Synod. <i>They asked that some key bullet points be prepared for them which clarified the answers to any potential queries – in particular around personnel costs and how these were broken down and the need for clarity around some of the larger figures and income received from parishes. <u>Action</u></i> • <i>The Registrar undertook to organise a Special Standing Committee meeting via Zoom so members could review and approve the budget prior to Synod. <u>Action</u></i> • <i>Staff were asked to prepare a one-page progress report for members on the IT project which outlined the significant points, and that an IT update report be included in the Synod papers which gave transparency around the story and costings associated with the project. <u>Action</u></i> <p>In regard to the Parish Financial Health Sheet, it was noted:</p> <ul style="list-style-type: none"> • Finances would be down overall in parishes compared to last year due to an increase in expenses, not because of lower income. Offerings from donations were steady which indicated most parishes were moving to AP giving. <i>The Finance Team Manager undertook to do a review over the next month to see what kind of impact there was from payers who had not made the transition from cheque to internet banking. <u>Action</u></i> • There had been some issues with Eftpos machines held by parishes and the Finance Team Manager advised that ultimately the Diocesan Administration team was looking to hold a mobile machine which could be borrowed by parishes for special events. <p><i>Resolved: That the financial reports to June 2021 and the Audited Annual Accounts to December 2020 be received.</i></p> <p><i>The meeting adjourned for at 11am for morning tea and reconvened at 11.20am.</i></p>
<p>SC 21.08.5</p> <p>SC 21.08.5.1</p> <p>SC 21.08.5.2</p>	<p><u>Diocesan Committees</u></p> <ul style="list-style-type: none"> • Diocesan Canon Review Committee Nothing to report. • Diocesan Ministry Committee Nothing to report.
<p>SC 21.08.6</p>	<p><i>The meeting moved to In Committee at this point to discuss this item.</i></p> <p><u>Royal Commission of Inquiry</u></p> <p><i>The meeting moved out of In Committee following discussion on this item.</i></p>
<p>SC 21.08.7</p>	<p><i>The Chairman welcomed Lucy Laitinen to the meeting at this point.</i></p> <p><u>New late item re ACW’s Request for a Revision to Canon 18</u></p> <p>Lucy spoke to the covering memorandum and documents emailed to the Committee last night dealing with the revision of Canon 18 to reflect ACW’s new Mission Aligned Investment approach and to have a general tidy up and future proofing of the canon.</p>

	<p><i>Members undertook to give further consideration to the Canon 18 revised bill and email any questions to the Registrar so they could be added to the Special Zoom meeting Agenda for discussion. <u>Action</u></i></p>
<p>SC 21.08.8</p>	<p><u>Mission Aligned Investment Update Report</u></p> <p>Bishop Andrew gave an update on an invitation extended to Archbishop Don Tamihere and Bishop Ngarahu Katene about holding meetings with each Amorangi to engage around where the Diocese was heading with Mission Aligned Investment, in particular through the policy framework within WASSTB, and where the Diocese could offer some practical relational support. As a result, two weeks ago Bishop Andrew, the Registrar, and the CEO of AWC had spent a couple of days in Gisborne with Archbishop Don Tamihere, Maui Tangohau, Rev'd Michael Tamihere, Rev'd Hirini Kaa and Treena Tapine. He updated Standing Committee members on some potential practical MAI opportunities that had been identified at the meeting, and briefed them on his hopes and aspirations for the Church as a whole which he had put forward to the meeting.</p> <p><i>The meeting broke for lunch at 12.30pm and reconvened at 1.00pm.</i></p> <p><i>Apologies were received from Lauren Hibberd for the remainder of the meeting and for the DTB meeting afterwards.</i></p>
<p>SC 21.08.9</p>	<p><i>The Chairman welcomed Steve Taylor, Val Gould, Venerable John Hebenton, Venerable David van Oeveren, and Rev'd Deborah Broome to the meeting.</i></p> <p><u>Te Pae Tawhiti Project</u></p> <p>Bishop Andrew introduced this item and gave some background to the <i>Te Pae Tawhiti</i> project. He invited Steve Taylor and Val Gould to speak to this item and guide the meeting through the Korero framework for Te Ara Poutama Tuatahi - Co-design Project 2021. Steve and Val spoke to the project roadmap and then outlined the plan for the discussion which included interactive exercises, a Q&A session and wrap up.</p> <p>At the conclusion of the session, Bishop Andrew thanked Steve and Val for their time, and it was noted that they would be meeting the next day with the Episcopal Ministry Team (EMT) for further discussions on this topic.</p>
<p>SC 21.08.10 SC 21.08.10.1</p>	<p><u>General Business</u></p> <ul style="list-style-type: none"> ● Draft Motion for Synod 2021 - Amalgamation of Hastings, Riverslea and Mahora Parishes <p>The Registrar spoke to the draft motion and outlined the process and background around passing the motion. A Bill that enacted the new parish and described the new boundaries etc would be considered by next year's Synod which gave a year for any objections to be received.</p> <p><i>In the last line on page 2 under "Financial", amend the words "both parishes" to "the three parishes". <u>Action</u></i></p> <p>It was agreed that the motion, with the inclusion of the above amendment, be approved to go to Synod 2021 for consideration.</p>

SC 21.08.10.2	<ul style="list-style-type: none"> ● Draft Bill for Synod 2021 - Changing references in the Canons from “Regional Deans” to “Archdeacons” <p>The contents of this Bill were noted and discussed. It was agreed there were more issues involved in making this change that needed to be taken into account than just wording changes.</p> <p><i>Bishop Andrew asked the Registrar to investigate how other Dioceses handle licences for Archdeacons and Canons of Cathedral. <u>Action</u></i></p> <p><i>Resolved: That Standing Committee formally recognises the ecclesiastical offices of Archdeacon, Canon Precentor and Canon of the Cathedral.</i></p> <p><i>It was decided that the presentation of this Bill to Synod 2021 be delayed, but that it be signaled there is a significant piece of work to be done this year and that a Bill will be presented to Synod 2022. <u>Action</u></i></p>
SC 21.08.11 SC 21.08.11.1 SC 21.08.11.2 SC 21.08.11.3	<p><u>Other Reports</u></p> <ul style="list-style-type: none"> ● Bishop’s Report <p>Nothing further to report at this stage.</p> <ul style="list-style-type: none"> ● GSSC Representative Report <p>Rev’d Jenny Chalmers advised there was nothing to report as the Committee hasn’t met since the last Standing Committee meeting.</p> <p>Bishop Andrew advised that he had attended the memorial service for Archbishop Fereimi Cama who had died last month, and he gave an update on recent discussions with Michael Hughes about the holding of an electoral college via Zoom for Polynesia and the dynamics around this.</p> <ul style="list-style-type: none"> ● TPCCG Representative Report <p>Alison Thomson advised that the next meeting was to be held in person in Wellington on 16 August, so she had nothing to report at this stage.</p>
SC 21.08.12	<p><u>Synod 2021 – General Business</u></p> <p>The Registrar gave an update on arrangements to date for Synod 2021 to be held in Tauranga from 16-18 September 2021. There would be an evening session on Thursday 16, a full day Friday 17 and dinner, and Saturday 18 September until 3pm.</p>
SC 21.08.13	<p><u>Next Meeting</u></p> <p>Thursday 21 October 2021 – further details re venue to be confirmed closer to the meeting.</p>

As there was no further business, the meeting closed at 3.05pm

CONFIRMED Signed: _____ Date: _____