

**Standing Committee of the  
Diocese of Waikato and Taranaki**

**Minutes**

of a meeting held on 23 August 2018  
by video conference

**Present:**

**Bishop and**

**Chairperson**

**Vicar General**

The Most Reverend Philip Richardson

The Venerable Trevor Harrison

**Clergy**

The Venerable Malcolm French

The Reverend Julian Perkins

The Reverend Jehheli Singh

**Laity**

Canon Dr Bryan Bang

Ms Mary Bourke

Canon Robin Brockie

Mrs Sue MacLean

Mr Alan Tanner

**In Attendance:**

**Diocesan Registrar-Manager**

**Minutes Secretary**

**Chair, WDTB**

**Trust Management**

Mr Simon Cayley

Mrs Pip Harrison

Mrs Elizabeth Bang

Ms Anne Edwards

Ms Grace Sun

The meeting opened at 6 pm. The Most Reverend Philip Richardson **welcomed** members of Standing Committee.

**Opening Prayer:** The Reverend Julian Perkins

**Bible study:** The Venerable Trevor Harrison (Mark 10: 35-45). Rose of Lima's day – the first saint of the Americas – was a 16<sup>th</sup> century mystic and initiator of social services in Peru in her care of the homeless, children and the elderly. She challenges us today to continue to have these matters on our agendas.

**Apologies:** The Reverend Chee Yong, the Reverend Canon Pat Scaife.

**Motion:** That the apologies received be sustained.

**Carried**

**Confirmation of Previous Minutes:**

**Motion:** That the Minutes of the meeting of 23 June 2018 be approved as a true and correct record with amendments that an apology from Mr Alan Tanner be added, and Trust Board be change to Trusts Board on page 6.

**Bang/French**

**Carried**

### **Matters Arising:**

**Property Terrier** – Canon Dr Bryan Bang reported that the work was nearly complete.

**Heat Pumps at Te Kuiti** – these had been installed and a note of thanks received. Mr Simon Cayley said the details of the payment method were being worked on with TML based on the resolution of Standing Committee at its last meeting.

**ICHC Grant Increase** – it was reported that the increase agreed to by Synod had been actioned and reflected in next year's budget.

**Clergy Housing Regulations** – an amendment to the Clergy Housing Statute had been prepared to be raised at Synod.

### **Items for Discussion:**

#### **Finance Report (TML)**

##### **2019 Budget**

Ms Grace Sun spoke to the 2019 Budget, which had been based on 2016/7 actual figures and 2018 budget. No increase in assessments had been allowed, nor in rental income. The Ministry Education figure might change – money from St John's Trust was to be used first and the diocesan budgeted figure would depend on how much more was needed, if any. The figure for the ICHC would need to be amended to reflect the decision of the Standing Committee in June. Financial Support to parishes had been based on the highest level needed over the previous three years and should therefore be a worst case scenario. On the expense side, an increase had been allowed for professional fees because of work being undertaken and for meeting costs at Te Kuiti. A 2% increase in salaries had been factored in for the 11/2 diocesan staff paid from this Budget. Mr Simon Cayley reported that Finance and Audit was working on a resolution to broaden the increase applied earlier in the year to clergy stipends to all staff – discussed at the time but not implemented. Canon Robin Brockie commented that the Budget needed to have a zero or positive net result and some small adjustments would need to be made to achieve this. The Archbishop said it had been flagged at a previous Synod that assessments would have CPI adjustments applied to them annually, which would be part of the adjustments.

#### **SC.627: 2019 Budget**

That the 2019 Budget of standing Committee be approved subject to

- 1 an increase of income to reflect the change for CPI
- 2 minor amendments to the expenses including a 2% increase in staff compensation and
- 3 the adjustment of assessments to reflect Item 2 above.

**Brockie/Tanner  
Carried**

#### **2019 Assessment Schedule**

Ms Anne Edwards reported that these would be based on the same formula as previously with the CPI amendment as mentioned above.

The Reverend Jekheli Singh raised that the rental income mentioned in Te Kuiti's statement was some \$10,000 less than was reported in the assessments. Ms Anne Edwards said she would check. Mr Simon Cayley reported that if UCANZ changes were agreed, they would apply from July 2019. This might change income from co-operating parishes from that date. The new system was designed to be fiscally neutral overall and over some years but there was a lack of detailed information at this stage.

**SC.628: 2019 Assessments**

That the 2019 Assessment Schedule be adopted subject to the Reverend Jekheli Singh's query being resolved.

**Brockie/Tanner  
Carried**

**Finance Report for June 2018**

Standing Committee was running at a deficit of some \$1,374 for the year to date.

It was expected that cash balances would drop significantly toward the end of the year and this would be monitored.

Canon Robin Brockie confirmed that this would be monitored by the Finance and Audit committee and noted comments around the report contained in the Minutes of the recent Finance and Audit meeting.

**SC.629: June 2019 Accounts**

That the 30 June Management Accounts be received.

**Brockie/Tanner  
Carried**

**Finance and Audit**

Taking the Minutes of the committee as read, Canon Robin Brockie spoke of the action plan in place in regard to MITT's debt.

Ms Anne Edwards and Ms Grace Sun were thanked for their work and contribution and left the meeting.

**SC.630: Minutes of the Finance and Audit Subcommittee**

That the Minutes of the Finance and Audit Subcommittee be received.

**Brockie/Tanner  
Carried**

**Trustee Declarations**

Canon Robin Brockie reported he was now a director of TSB Group.

**Health and Safety**

Brooklands parish had sent a thorough report about removing asbestos from their property, which would be circulated to give others guidance.

**Risk**

Mr Simon Cayley reported that he and Mrs Jill Schumacher had set up a system to record and monitor decisions made at Standing Committee and other key bodies to ensure they were actioned.

He commented that there appeared to be an increase in the number of parishes struggling both financially and with capacity to meet their obligations and responsibilities. He raised it as a potential issue for Standing Committee to focus on. Canon Robin Brockie suggested asking TML to flag parishes approaching difficulties. Archbishop Philip Richardson suggested that a flagging system could lead to parishes addressing their difficulties (as had been managed following the closing of the sweep fund). In addition, Bishop's staff, plus chaplains, could review ministry units as bearers of the

church's mission. The Venerable Malcolm French said that financial problems were a useful sign of problems but the long-term solution was spiritual. Earlier intervention would be more useful than waiting until a parish was in deep trouble. He said there could easily be a role for someone helping parishes with mission and stewardship full-time.

### **SC.631: A System to Identify Parish and Ministry Unit Capacity**

That TML be asked to initiate a flagging system and Bishop's staff discuss the broader issues of Parish and ministry unit capacity, as suggested.

**Carried**

### **Manager's Report**

Annual appraisals of staff process had started.

After discussion it was agreed that Dropbox was a useful vehicle for sharing documents. The Archbishop commented that it was an easy matter to attach the documents to an email for those who had problems with Dropbox. The Venerable Malcolm French suggested a short training at the next Standing Committee and that Mrs Schumacher be asked to use 'invitation to share a folder' rather than a link be used. It was agreed that Mr Cayley and Mrs Schumacher be notified if members needed documents by email.

Mr Cayley reported that Motions for Synod were largely procedural with no Motions addressing social problems. The Archbishop reported that last year there had been a more intentional approach among the Bishop's staff to raise issues for Motions. Mr Cayley suggested that in future, he as Manager make sure issues be flagged early to Bishop's Staff, as well as to Synod members.

Mr Cayley tabled the rest of the Manager's Report.

Canon Dr Bryan Bang asked whether the staff mentioned were Diocesan or BAF staff. Mr Cayley reported that they were Diocesan appointments, although the Seasons Co-ordinator was a BAF appointment and worked out of Charlotte Brown House.

### **BAF Quarter 2 Report**

Mr Cayley tabled the report with a comment on the Tainui Centres, which address loneliness among the elderly. These numbered eight with funding for one more in hand.

The Venerable Stephen Black and Mr Simon Cayley had reached out to Ms Holly Snape of Community Waikato to form a relationship for future projects.

### **Proceeds from the Sale of Te Rau Aroha Camp**

A draft report was circulated; a final version would be circulated to Synod members in a week or so. There was agreement that it moved in the right direction and some suggestions for additions were made.

### **SC.632: Distribution of Paper re Sale Proceeds of Te Rau Aroha Camp**

That the discussion paper be sent to Synod members following review by the Waikato Diocesan Trust Board.

**Carried**

**The meeting closed at 7.58 pm.**

**Date of next meeting:** At St Luke's, Te Kuiti, 10.30 am on 15 September 2018.