



## Standing Committee of Diocese of Waikato and Taranaki

### MINUTES

10 February 2018, 10.30am

Te Kuiti

**Welcome:** The Most Reverend Philip Richardson  
People introduced themselves as did Ms Anne Edwards and the work of TML was explained. Bishop Philip also described the history of TML and its growth.

**Opening prayer:** Canon Dr Bryan Bang

**Bible study:** The Most Reverend Philip Richardson, reflection from Genesis 35:10  
(renaming Jacob to Israel)

**Apologies:** The Venerable Trevor Harrison

**Notice of motion:** That any apologies received be sustained Carried

#### Confirmation of Minutes

That the minutes of the meeting of 18 November 2017 be approved as a true and correct record Carried Bang/Brockie

SC17 page 5 Mrs Sue MacLean asked where their nearest AED (defibrillator) was.

#### Correspondence:

- Inward Correspondence
  - Letter re audit fees, from the Parish of Te Kauwhata
- Outward Correspondence
- Outward Correspondence
  - Letters to Statutes Revision Task Group re appointment

That the Inward correspondence be received and the outward correspondence be approved. **Carried**

#### Items for discussion:

- Trustee declarations. No conflict of interest was identified.
- Risk (Discuss in conjunction with Canon Robin Brockie's paper later in the agenda)



- Finance report (Trust Management)
  - a. Ms Anne Edwards referred to the dashboard in the paper. Aged debtors should be attended to as soon as possible as this would improve the cashflow situation. Cashflow is an issue as the current ratio for a healthy organisation is normally 3:1 but the Diocese is 0.8:1.
  - b. The distributions from the WDTB have not been added.
  - c. 2017 shows a surplus of \$2000, where the forecast was to be a loss of \$56000. The saving was due to not having had a Diocesan Manager for much of 2017.
  - d. Revenue and Expenditure shows that the Diocese is under budget on salary costs, property costs.
  - e. The pie graph on P5 shows the Diocese's reliance on assessments as the main source of income. There is no other large source of income so audit fees need to be on-charged to parishes. The costs are shown department by department. 22% of costs is administrative. The norm could be nearer to 25%.
  - f. P6 is a chart showing day to day budget. The administration and management actual costs being below budget are probably a one off as in 2018 there will be more staff in the office.
  - g. Cashflow.
    - Aged debtors –
      - i. MITT owe Standing Committee \$58000. There was an expectation that the Trust would take over the payroll function themselves but this hasn't happened. This is being dealt with by Canon Robin Brockie.
      - ii. There was discussion around the amount that the Bishopric Trust owed Standing Committee. there is work being done on this debt and will be presented to Standing Committee in due course before action is taken.
      - iii. The item of dealing with aged debt should be addressed as well as the behaviour with this debt.
    - h. Summary SC has \$158K in cash. There are no issues around paying pensions, IRD, and payroll. However, this has been due to creditors allowing us to pay off our debts.
    - i. Cashflow forecast indicates that Standing Committee has sufficient funds to pay its current bill. However, this does not include any grant made to the Ministry Educator from Standing Committee.
- Diocesan Manager's Report (Mr Simon Cayley)
  - a. This report is a "first go" so if you wish for improvements, please let Simon know.
  - b. TML are the contracted financial management reporting for the Diocese. Mr Simon Cayley and Ms Anne Edwards are meeting and talking constantly.



- c. Discussion item: Jill Schumacher is providing administrative support to Canon Dr Bryan Bang, who is the volunteer property officer and to the Trust Boards. They are beginning to explore the possibility of how to manage the property Terrier. The financial database that the Diocese uses, Accredo, has the ability to be a database to handle all property management. This has huge potential to future-proof the Terrier.
  - d. A guideline and flow chart is being developed with regard to the property information and process that is required when properties are being sold.
  - e. 33 Victoria Street has been re-leased to Community Waikato and approval from their Board is underway. Interest has been expressed by other entities for renting space in Charlotte Brown House that may be available.
  - f. Clergy Housing has a Statute guiding it. There is no mechanism apparent to review the own home allowance.  
**ACTION:** Mr Simon Cayley will provide some guidelines on this topic and see how other Dioceses operate this item.
  - g. IDC report is due by the 28<sup>th</sup> February. If there are items to be included.
    - i. Financial challenges
    - ii. Episcopal ministry changes
    - iii. Property e.g. Camp
    - iv. Management review
    - v. Increase in people employed but a decrease in stipended clergy
    - vi. Remediation of the Cathedrals
  - h. Recruitment of admin role. 47 applications have been received and will be shortlisted and interviewed on 16th February. The part time nature of this employment fits within the available funding. When they are interviewed, candidates can be questioned to see if the hours can be extended.
  - i. Overpayment to Mrs Cathy Franzoi while on ACC. This payment has been written off and Cathy will be informed in writing.
  - j. Jessica Perry's role has changed to 2/3 supporting the Diocesan Bishop while 1/3 of her time supports the Ministry Educator.
  - k. There is not full recovery of parish accounting fees. Some of the parishes can afford the full fees and do not need to receive, what is in effect, a subsidy. Approximately a quarter of the parishes are not in Parish Accounting. A proposal was made to eight parishes to join parish accounting but only two took up the offer.
- Bishop's Report
    - a. Enormous expression of gratitude to Mrs Elizabeth Bang, Miss Jessica Perry and Mrs Jill Schumacher in dealing with the Bishop's house in Hamilton in getting the property ready for rental. This rental will go to the Bishopric trust.
    - b. The Senior Staff team is working well.
    - c. The travel required for the Diocesan Bishop is being managed by the Archbishop's EA. Archbishop Sir David Moxon is also working at St Mary's Diocesan school and is taking Sunday services in Taranaki, in support of Bishop Philip.



- d. Bishop Philip participated in a pilgrimage of St Mary's Cathedral people around Ngati Haua sites in New Plymouth. This was organised by Rob Green of Heritage Taranaki. It was a very moving experience and the pilgrimage was joined by the kingmaker, Anaru Tarapipipi of Ngati Haua, who honoured us with his presence having travelled with his wife, Hine, and other supporters especially for this pilgrimage.
  - e. It was a privilege to represent the church at Waitangi this year. There was an increase in the attendance at both services in 2018 compared with previous years.
  - f. The new T3YC Youth Commissioner, Jacqueline Clark, was commissioned on Friday 9<sup>th</sup> February at the Tikanga Youth Synod.
- Bishop Philip talked of Mr Alan Tanner's position on the WDTB, Standing Committee and the possibility of being on the new finance committee. This may not be an ideal situation but as long as it is managed well, any conflicts of interest should not arise.
  - Update on Parish Review Process
    - a. The Ven. Malcolm French spoke of the process of the reviews and his recommendations. A parish mission action plan was developed so that it could be presented to the parish as a stewardship plan. Another parish may also benefit from the Mission action plan, which Ven. M French will attend to shortly.
  - Trusts – see letter ex Chancellor

#### **SC.595: Trusts in Parishes**

That Standing Committee asks the Statutes Revision Task Group with the Chancellor to prepare a paper for presentation to and discussion at Synod 2107 with recommendations by way of guidelines or statute to address the issues raised, a draft of same to be available for discussion at the meeting of Standing Committee on 17 August.

This item needs to be dealt with carefully as a Parish Trust can hold money and assets in order to avoid assessments or to allow the parish to manage their own funds.

There is an urgency that some guidelines or regulations be prepared for the next Synod and that Trusts must be approved by Standing Committee. However, old Trusts and Trustees may be quite difficult to identify. A discussion paper needs to be prepared in time for the next Standing Committee meeting.

**ACTION:** Mr Simon Cayley is to draft guidelines with a final paper being available in time for the 2018 Synod.

- MRS – Finance, Audit and Risk (Canon Robin Brockie)
  - a. Terms of Reference as Finance and Audit committee (a draft will be sent to go out with the agenda)
  - b. Proposed MRS committee members (Canon Robin will speak to this)
  - c. Proposed meeting schedule – bi-monthly, alternate month to SCOM



- d. Reporting to SCOM
- e. Reporting from Trust Management

Audit and Finance Subcommittee is the proposed name. The reporting line would be to the Standing Committee, and Synod, in the first instance. The brief includes the Te Rau Aroha Camp, the Diocesan Car Fund and the operations of Standing Committee. TML would report to the Audit & Finance Subcommittee who would digest the accounts and report this to Standing Committee or the other Trust Boards, as necessary.

Alterations to the wording of this document were suggested e.g. there is the inference that the Waikato Diocesan Trust reports to Standing Committee, which is not the case.

**SC.609: Adoption of the Terms of Reference for the Audit and Finance Subcommittee**

That this Standing Committee adopts these terms of reference subject to a review at six months. Moved by Bang / Seconded by Scaife.

**Carried**

Mr A Tanner left the meeting at 2pm.

**SC.610: Appointment of the Proposed Members to the Audit and Finance Subcommittee**

That the proposed members in the Terms of Reference be appointed. Moved by the Chair **Carried**

The meeting reconvened at 2.20pm, after the Diocesan Trusts Board meeting.

- IDC - takes place ahead of General Synod in May
  - a. Propose an increase to the IDC fee of ~\$1000 per annum

**SC.611: Increase to the IDC Levy**

That the IDC fee be increased by \$1000 per annum Moved by Bourke / Seconded by Perkins **Carried**

- b. Motions and Diocesan Report due by 28 February

- Diocesan Sponsorship of Heat Pumps at Te Kuiti  
Due to the increased meeting opportunities at Te Kuiti by the Diocesan leadership teams, it is proposed that there may be sponsorship of heat pumps by the Diocese of Waikato and Taranaki. This has a beneficial effect to the parish as well. An



honorarium used to be paid to the Parish of Te Kuiti, which may not have been paid for some time, and this is why it is suggested that the Diocese contribute to the heat pumps.

**SC.612: Heat Pumps at the Parish of Te Kuiti**

That the Senior Executive manager undertakes a costing exercise and brings it back to the Parish. Moved by the Chair **Carried**

- Appointment of Commissioners to the Parish of Otorohanga

**SC.613: Appointment of Commissioners to the Parish of Otorohanga**

That the following persons be appointed as Commissioners for the Parish of Otorohanga, effective immediately and until the election of a new Vestry or the appointment of new Commissioners:

- Sharon Bell (Parish Treasurer)
- Elizabeth Hayes (Vicar's Warden and Synod Representative)
- Paul Antony (Tony) Webber (People's Warden)
- Pauline Te Kare
- The Rev'd Diane Hopping (Recording Secretary))
- The Rev'd Laurie Hopping
- The Ven Christine Scott (Chair)

Moved by Bourke / Seconded by Scaife **Carried**

**ACTION:** The Minutes Secretary is to write to the Parish of Otorohanga advising them of these appointments.

- Waitara proposal  
It is proposed that the income from the investment of the proceeds of the sale of the Church at Motunui and then come back to Standing Committee to draw down some capital for mission work.

There was discussion around the idea of using the capital for mission work. A plan of mission work could be requested.

The Waitara Anglican Mission is the name of the mission.



**SC.614: Proposal for Waitara Anglican Mission**

That the use of the interest from the sale proceeds of St Stephen's, Motunui, can be used for the Waitara Anglican Mission, and that the work of the mission is subject to review, as outlined.

Moved by Scaife / Seconded by Bourke

**Carried**

**ACTION:** The Minutes Secretary is to write to the Parish of Waitara advising them of the motion.

**General Business**

- Accounting services to the Taranaki Anglican Trust Board  
There was discussion around the fact that, as three members of the Taranaki Anglican Trust Board have retired, including Mr Ross Smith, a long time member, it may be timely that Trust Management Ltd be approached to provide accounting services for the TATB.

**SC.615: Accounting Services to the Taranaki Anglican Trust Board**

That the TML be briefed to provide the accounting services for the TATB. Moved by Brockie / Seconded by MacLean

**Carried**

**Date of next meeting:** Thursday 19<sup>th</sup> April 2018, by video conference



## Standing Committee of Diocese of Waikato and Taranaki

### **Membership**

#### **Bishop**

The Most Reverend Philip Richardson

#### **Vicar General**

The Venerable Trevor Harrison

#### **Clergy**

The Venerable Malcolm French

The Reverend Julian Perkins

The Reverend Canon Pat Scaife

The Reverend Jehheli Singh

The Reverend Chee Yong

#### **Laity**

Canon Dr Bryan Bang

Ms Mary Bourke

Canon Robin Brockie

Mrs Sue MacLean

Mr Alan Tanner

#### **Diocesan Registrar-Manager**

Mr Simon Cayley

#### **Diocesan Staff / Minutes Secretary**

Mrs Jill Schumacher

#### **In attendance**

Mr John Eagles, Chair TATB

Mrs Elizabeth Bang, Chair WDTB

#### **Trust Management Ltd**

Ms Anne Edwards