

Minutes of the TLG Meeting

Rangitikei Anglican Parish

Thursday 15th February, 7.15pm, St Stephen's Hall, Towgood Room

Present: Graham Conlon, Sue Wells, John Green Sarah Judd(secretary), Jay Ayers on zoom

1. Apologies: Margaret Thompson

Devotions: Activity on gifts from Jesus

Jay joined the meeting on Zoom at 7.38pm

2. Previous Minutes: 25-01-24:

Graham moved as chair that the previous minutes of the meeting held on the 25-1-24 be received as a true and accurate record of the previous meeting.

Motion carried.

3. Matters arising from previous minutes:

- **Regarding the sub-committee group charged with deciding on the bequest tithe could consist of those who attended the visioning meeting:** Graham has had a meeting with Mayor Andy Watson, Graham is waiting to hear back from Mayor Watson to get back to us with some proposals.
- **Karen Leighton, Previous property Manager for Vicarage:** Sarah spoke and informed the group that she has collected the 2x sets of keys in their care and we are now just waiting on an invoice to cover their costs, which includes advertising, organising the healthy homes assessment and other tasks.
- **Trees at Sanson:** Sarah to look on the NZTA website around what our requirements are as a building owner with trees overhanging a public walkway. Then we can make the choice whether to action the quote or not.
- **Tree at Bulls:** Graham has spoken with the Parishioners at Bulls about the specifics of the gum tree and what may need to happen, they have been given instruction to raise any concerns with Alison, who will pass on instruction to Sarah.

4. Correspondence: None

5. PiC Report – Graham:

Graham spoke to his report previously circulated to TLG. Graham is currently really encouraged in that the Parish is doing well, and that we have a clear vision. He emphasised that our number one value is to point people to Christ.

Graham will keep re-emphasising this value about directing people to Christ for it to be our vision.

Graham spoke about playgroup in Marton at St Stephen's Hall. It will start on Tuesday next week. The leaders Emily Rayner and Wendy Kerlake have asked for a budget line. They will collect a koha, and have asked us to help by banking the funds. The funds will be used to pay for morning tea. Graham has also offered an annual budget of \$1,000 towards this ministry group. Graham wants them to be really missional and for the leaders to check in with the mums/families etc, and if they see an opportunity to help they can draw off that budget and buy what is necessary to help them out. Graham has guaranteed \$250 of this for new toys. Graham has also advised the leaders not to apply to Dudding trust, as we can do this.

Graham has suggested a regular meeting either termly or monthly for spiritual nourishment, and at this meeting they plan to also pray for parents/families etc. Graham also suggested they implement a prayer request box, at which they liked. Emily and Wendy also enquired about any church events throughout the year, in order to support them. They plan on joining in at Matariki and will alter what they do on a particular week to include the theme.

The playgroup will report to Graham - Graham takes direct responsibility for the children and families portfolio at the Rangitikei Anglican Parish. Graham has requested they name the group. They are an autonomous playgroup, which means they can virtually run independently under the umbrella of the Rangitikei Parish, incorporating the conditions talked about above. Graham has requested advertising material for posters etc, and they will send this to him. Graham has also asked about succession planning for the group, and has specifically asked if they have a plan in place to expand leadership.

Graham moves that his report be accepted. All in favour. Accepted

6. People's Warden Report – Sue:

Sue had a short verbal report. She went to Hunterville last week; there were very few congregants, but it was a lovely service and the sermon was fantastic.

7. Finances – Caro

a. Review of Financial Budget year ending 31-12-23:

Caro spoke and said that we had a good year. She said that the Parish is very blessed with bequests and returns from the AMSIF accounts were positive in comparison to the loss in 2022.

P&L 2023 Summary Notes

Income

- The budgeted income for 2023 was \$60,488. The AMSIF return of \$79,905 and a generous bequest of \$110,133 have bolstered that. Hall hire was up and this has balanced out the deficit from the overall giving.
- Income for the 2023 Financial year was \$204,117 above the budgeted \$264,605
- The funds from the Willis Family for Greatford and the Bequest have been invested in AMSIF. The 10% from the Bequest is still to be gifted to a worthy recipient.
- The investment is reflective in Fourth Quarter AMSIF return.

Expenses

- Our operating expenses were budgeted to be \$121,708. The actual figure of \$172,297 includes Maintenance projects to Church and an increase in the insurance on the previous year by approximately \$4,000. (See next point)
- Variances in the R&M are extra work that was done e.g. Bulls- St Andrews, and Sanson – St Thomas. Funds for this work has been drawn down on the respective Churches AMSIF Funds.
- As was promised at last year's AGM 'all parish' expenses were totalled and divided by the number of services that were held at respective churches. That amount was added to any CAPEX expenses and is part of the amount drawn down on the corresponding AMSIF funds.
- The Parish Budget share is lower than budgeted as this is reflective of previous years lower income.
- Insurance is significantly up on the previous year – reflective of national and international insurance increases.

In mid-December the Treasurer reviews the P&L for the year and draws on AMSIF to cover any deficit evident at that point. This is done at this juncture so that the Funds can be drawn down before the end of the financial year and end of year closures for Christmas. The Q4 AMSIF figures and final expenses are not available till January of the new financial year.

Budget 2024 Summary Notes

- Budgeted deficit for this year is **40,641**. This is lower than last year by 20K.
- This will be achieved by applying to the Dudding Trust for the full amount of the Administrators wages.
- There is an increase in the Stipend allowances to cover Deacon Rev. Michelle Toft's allowance.
- Expenses have generally been forecast with an increase of 4.5% for inflation.
- The budget only reflects OPEX expenses. There haven't been any CAPEX projects included.
- The Parish Car is under-utilised and becoming expensive to maintain. It is proposed to dispose of it so expenses and insurance for this will come off the

budget. The timing of this is not confirmed at this point.

- Insurance has increased by \$2,300. A review of our cover has been done and there is only replacement cover on the Marton facilities and the Vicarage. All other facilities are indemnity cover. Only the Vicarage & the St Stephens Hall are covered in the event of a National Disaster.

b. 2023 AMSIF report:

Summary of AMSIF return for the last quarter 1 Oct – 31 Dec 23. Gross = \$130,229.91.

It was mentioned that global factors this year will probably result in less AMSIF income. It was noted that we budget \$0 for AMSIF.

c. Proposed Draft Budget for 2024 financial year:

Discussion was held about the draft 2024 budget and the following decisions were made:

- A conversation was held regarding envelope giving. **A change will be made to the budget to move all budgeted income to December, as envelope giving is minimal and this will give time to monitor the situation.**

Parish car conversation on the next agenda. All would be happy for Graham to sell the car if need be. The car is aging, and may start to cost in maintenance now.

There was a conversation regarding insurance for the Vicarage. Jay suggested that we would need Landlord insurance. Jay estimated that this would cost around \$3,000 per annum for a house that size.

Graham moves that we add \$3,000 a year to the expense line of Insurance for Landlord insurance for the Vicarage. Caro Seconded. Motion Carried.

Graham proposes that we add \$1000 allocated to Playgroup, to allow the group to provide practical support to families in need and to fund new equipment. John Seconded. Motion Carried.

Caro to add this to the budget under CFM line.

Caro proposes that the TLG accept the proposed budget for the financial year of 2024 with the proposed amendments listed in bold above. Sue seconded. Motion Carried

Sue commended the finance committee for their hard work on keeping us up to date regularly throughout the year and for putting together a well thought out proposed budget.

8. Property Sub-Committee – Jay/Sarah

a. Vicarage

i. Tenancy Agreement Update:

Jay spoke and said that we just need to add our bank account and insurance details to the tenancy agreement. There is no timeline Alison is working to, she doesn't have to give any notice to her current Landlord.

Jay has gained approval for the underfloor moisture barrier required as part of the healthy homes standard. This will be installed in a couple of weeks.

The electrical works are all complete. Jay will request a certificate of performance from the electricians (Portercom).

Jay said there are just a few tidy up jobs left to do. Lots of work has been undertaken on the property. Graham thanked Jay and Sarah.

ii. General works Update: As above

b. Bulls Playgroup development update:

Sarah spoke about the development and current state of the grounds.

Sarah plans to speak to Haley, who is in charge of the development led by the Bulls toy library/playgroup group and ask for some clarity on where they are up to with this process.

Sarah also talked about the grounds outside the church and suggested that maybe this Winter we could plant the area in natives or consider sowing lawn in Autumn. Sarah will contact Terry from property maintenance about the jobs that we want fixed at St Andrew's Hall, as listed previously. Asbestos is present in this building so the builder/contractor will need to be made aware of this.

c. Alarm callout and fumigate St Stephen's hall for insects request:

Sarah requested that we fumigate the hall at St Stephen's due to a couple of callouts from T K Security where the alarm has probably been activated by spiders. There was the suggestion to buy bug bombs from the supermarket. Sarah and Sue will work on organising this together.

9. Administration

- a. Public Liability Insurance online form:

Sarah asked someone to fill this out. **Caro will complete the form.**

General Business

Sue asked where the nomination forms for vestry were? Nomination forms will be promoted more.

On the 14th April 2024 the full Parish AGM will be held. This will include finances and an election for new vestry members.

TLG will have their final meeting on Thurs 18th April with a meal, and then Rev Graham will run a devotional session with the new vestry. The meal will be held here at the hall, a location in Marton, or at the vicarage.

Graham notified TLG that he's giving Alison, Michelle and Adrian the option to attend meetings, as they may be required if Graham has leave or needs to travel back to England etc.

10. Closing Business

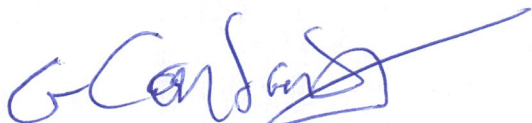
- a. Date for next TLG meeting – Thurs 21st March 2024

Meeting closed: at 9.07pm

These minutes are deemed a true and accurate record:

Signed by chairperson:

Date:



21/3/24