



Attendees	Katie Thomas, Caleb Rowe (Chair), Grant Doney, Andy Savage, Dale Greenbury, Fiona Mclvor, Lakina Sione, Rick Singleton, Robyn Robinson, Mel Bremner (Administrator), Sara Gaskin, Robert Ervine (via video link).
Apologies	Billy Rowe

### Opening Prayer

Sara opened the meeting in prayer.

### New Vestry Orientation

Everyone introduced themselves. Caleb and Katie discussed the role of Vestry, expectations, institutional knowledge and the Parish structure.

- Discussed Parish nominators, their role and requirements.
  - **Caleb moved from the chair that Grant Doney, Katie Thomas, Sara Gaskin and Robert Ervine continue in their roles as Parish Nominators.**
- Discussed Mel & Katie's relative roles in Vestry.
  - **Caleb moved from the Chair that Mel Bremner as Parish Administrator operate as secretary, and Katie Thomas as Parish Treasurer operate as Treasurer for the next two years.**

*Carried.*

*Carried.*

Caleb explained the history of Vestry Portfolios and advised that each member of Vestry will have a specific portfolio that they look after. They will support the relevant people or team, be a mouthpiece on behalf of, hold them to account and advocate for where needed. Portfolio holders to meet with their portfolio person(s) and submit reports to Vestry termly. These roles are as follows:

- Sara Gaskin as Vicars' Warden – Co-Vicars & support Parish Manager
- Grant Doney as People's Warden – Parishioners & support Senior Leadership team
- Fiona Mclvor – St Peter's
- Robyn Robinson – St Oswald's
- Dale Greenbury – Christ Church
- Andy Savage – All Saints
- Robert Ervine – Finance
- Lakina Sione – Property
- Rick Singleton – Property Development

### Apologies

Billy Rowe

### Teaching

Caleb shared teaching on Patrick Lencioni's Five Dysfunctions of a Team.

### Administration

- Identification of any matters for discussion under "Other Business"
  - None
- Confirmation of minutes of the previous meeting held on Tuesday 14<sup>th</sup> October 2025 (attached)
  - **Caleb moved from the Chair that the minutes of the Vestry meeting held on Tuesday 14<sup>th</sup> October 2025 are a true and accurate record.**

*Carried.*

### Matters Arising

- Action & Decision Register

- Updates given on progress.
  - Christ Church Heating
    - Quote received from AB Kidd for replacement furnace at Christ Church. An additional quote to realign ducting to be more efficient.
    - Waiting on Piping Hot Plumbing to provide a quote for furnace replacement.
    - Discussed alternative methods of heating, however ceiling height made this unrealistic in terms of cost and significant logistics.
    - A parishioner has previously offered financial support towards the cost of replacing the furnace in the past. Caleb will follow this up. **(A106)**
    - **Caleb moved from the Chair that Vestry give Senior leadership team the authority to spend up to \$20,000 on the replacement of the Christ Church Furnace.**
- Carried.*
- EGM & Update meeting
    - Sought feedback from Vestry on the EGM & Update meeting. Key feedbacks were that the timing of the meeting made for a long day. Suggested an evening start on a weekday. To be discussed with PICs and decided in 2026. **(A107)**
  - Parish Fair
    - Katie advised that as of today the Parish Fair fundraised \$17,643.58 (after costs).

### Other Reports

- Vicars Report (no report)
- Manager's report (no report)
  - Finance Reports
    - Finance Committee Report (attached)
    - Bank Accounts (attached)
    - Investments (attached)
    - Payable Invoice Summary (attached)
    - Budget Variance Report (attached)
    - Profit & Loss Report (attached)
- **Caleb moved from the Chair that all submitted "Other Reports" be accepted en masse.**

*Carried.*

### Correspondence:

- None

### Health & Safety:

- St Luke's door – 13<sup>th</sup> October 2025.

### Other Business:

- Draft Budget 2026 – Draft budget provided to Vestry. Introduced key pages and reports. Budget will be discussed and approved at Vestry meeting in February 2026.
  - Christ Church steriliser – There is not enough power supply to the steriliser at Christ Church to keep water hot for large events. Quote from Sound Electrical provided to improve supply. Sound Electrical are a reliable supplier to the Parish.
    - **Caleb moved from the Chair that the Sound Electrical Quote to increase the power supply to the Christ Church Steriliser be approved.**
- Carried.*
- Peakes Road Vicarage carpet quote - The carpet at our Peakes Road Vicarage, which is currently a rental, will soon need replacing. The property manager Ross has provided a quote from Flooring Xtra. Awaiting a quote from Jacksons Flooring. Tenants are stable.
    - **Caleb moved that the quote from Flooring Xtra be approved by Vestry, unless Jacksons Flooring provide a more competitive quote.**

*Carried.*

- Staff Sickness - Parish Caretaker Wayne Thompson requires extended sick leave due to unforeseen illness. Has abundance of available sick leave. Jo Laird is casually cleaning to cover this.
- Key Dates 2026 - List of dates provided to Vestry. Key events explained.
- Church Acre - Discussed this is the investment income from Church Acre, approximately \$40,000 a year. Since 2023, 10% of this has been reserved for gifting to the Tikanga Māori church in Putiki. Discussed complexity of this. Three years' worth of accumulated funds have recently been donated; however, the query is what we do with Church Acre funds in the coming years. Vestry encouraged to consider this in anticipation for budget conversations in February.

**Closing Prayer:**

Grant closed in prayer.

Meeting closed at 9:32pm

Next Vestry meeting on Tuesday February 10<sup>th</sup> at 6:30pm.

Katie Thomas  
Chair

Mel Bremner  
Administrator