

St Michaels Anglican Church North Carlton

Monthly Parish Council Planning Meeting

Date:	Tuesday 13 June 2017 @ 7:30pm at St Michaels		
Attendees:	Steve Webster, Su-Hsien Kuan, Chris Reynolds, Jacob Edmonds, Ann-Michel Greenwood, Peter Alsen, Bill Toppin, Bethany Allen,		
Apologies:	Julian McCoy, S		
Purpose:	Parish Council		
Chairperson:	Su-Hsien Kuan	Minutes:	Su-Hsien Kuan

Item	Topic	Minutes /Resolutions	Actions	Due Date
1	Welcome & prayers (SW)	SHK prayed.		
2	Office Assistant update (SW)	There are 2 applicants for Office Assistant. SW to have initial discussion to explain the role and assess next steps. 2 Parish Councillors to meet with SW and progress the interviews. AM suggested that candidates meet with Hannah as well.	AM & JE volunteered to represent the Parish Council to interview the 2 applicants. Aim to conduct interviews in the next 2 weeks.	
3	Spring Thanksgiving dinner on 22/9 (SW)	SW reported that Ros has been booked to be available for Spring Thanksgiving dinner. Coordinating team is still being put together. Cooking team for consideration – “Free to Feed”. Advertising in July. This is pitched as a whole of church event and encourage spirit of Thankfulness. Also there are many who have served in the background.		
4	Website (PA)	Usability People as first impression Purpose of the website is to give information to enquirers from outside on what is available at the church (baptism, weddings, hall hire) and members of the church on resources available at the church to assist them Phrases: “We are a church of people who are interested in contemporary issues” “Live by faith”	SW to send out link to PA’s sketch and all PC to provide feedback to PA.	
5	Finance Report (JM)	Reminder that draft budget will be presented at July PC. JM to provide draft to Wardens and Staff prior.		
6	Vicar’s Report			

Item	Topic	Minutes /Resolutions	Actions	Due Date
7	Wardens Report			
8	OH&S Report	Security and Risk Management for Office when someone is working there alone in handling walkin visitors.	SW to setup security protocol for staff working at office. SW to review options and prices for a blinds	
9	Approve Minutes of Previous PC			
10	Review Actions from Previous PC meeting (See below)			
11	Other Matters			
12	Next meeting and close			

Actions from Previous Parish Council Meetings

Actions from May Meeting

Item	Topic	Minutes /Resolutions	Actions	Due Date
3	Parish Secretary & Office Administrator position and recruitment - Emma Sugars will be on leave for 5 weeks in June and increasing hours at St Judes. (SW) For Prayer	Emma to be with us until the end of July. Aim to have a candidate to start in June for a handover.	SW to organize Thank You for Emma <i>Update: Agreed to \$150 expense.</i>	
5	Finance Report (JM)	JM presented report.	JM to provide update on utilities and insurance spend next PC meeting. SW to construct update on Finance situation in view of VAP JM to provide draft budget at July PC.	Complete Wip In plan

Actions from April Meeting

Item	Topic	Minutes /Resolutions	Actions	Due Date
4	Celebration to thank volunteers at St Michaels close to St. Michaels day around 29/9. SW to update (SW)	Spring Thanksgiving dinner on 22/9 SW to form a events team to run this.	SW to report back on team in June	complete

Actions from February Meeting

Item	Topic	Minutes /Resolutions	Actions	Due Date
3	Hall Hire Report	JM is analysing hall hire reports. SW reported that there are a lot of enquiries for hall hire and is optimistic about establishing a new base of clients.	JM to raise queries regarding hall hire to Emma & Kerry	Complete
4	Vicar's Report	SW presented Vicar's Report for Feb 2017. Noted changes to Ros' role as honorary pastoral worker. Ros will not be renewing her authorisation with archbishop at the end of the year.	SW to plan dinner and presentation to acknowledge Ros for her service. SW to prepare communications regarding changes to pastoral care (at celebration event)	Complete In Plan

Item	Topic	Minutes /Resolutions	Actions	Due Date
		CR raised question on how to transition Ros' responsibilities and continue to provide pastoral care. SW gave thanks for Ros' service and guidance for the future.	BT to raise plans to repeat "music as prayer" service for the evening service with team. SW to meet with BT for July 30	complete

Actions from January Meeting

Item	Topic	Actions	Due Date
3	For Discussion: Functionality improvements for Website for the next 6 mths (PA)	Action: PA to develop a brief with the aim of making the website more Mobile friendly, Improving menus and decluttering. Update at June PC. Action: SW to speak with Nikola Reynolds, Fred Batterton & Shelley Young	complete