

# St Michaels Anglican Church North Carlton

## Monthly Parish Council Planning Meeting

Date:	Tuesday 8 August 2017 @ 7:30pm at St Michaels		
Attendees:	Steve Webster, Chris Reynolds, Jacob Edmonds, Peter Alsen, Bill Toppin,		
Apologies:	Su-Hsien, Ann-Michel, Julian, Bethany Allen		
Purpose:	Parish Council		
Chairperson:	Steve Webster	Minutes:	Steve Webster

Item	Topic	Minutes /Resolutions	Actions	Due Date
1	Welcome & prayers (SW)			
2	Professional Standards Update (Info & Prayer)	<p>A document (previously emailed) was drafted to set out risk management regarding professional standards clearances for people in various ministry roles was discussed.</p> <p>Final resolutions regarding this document will be made by the churchwardens and reported back.</p> <p>BT moved and CR seconded a commendation for the work done by the vicar and staff and others to formulate the professional standards risk management policy and administration to date.</p>	<ul style="list-style-type: none"> <li>- Include a review cycle in the policy document (e.g. 2nd parish council meeting)</li> <li>- Send a copy of final document to the Registrar of the Diocese to inform and ask for comment</li> <li>- Re-phrase last line to say that the office sec reports to the wardens who manage this ministry and responsibility</li> <li>- Place a version number on the page and a box at the bottom to show the revision date</li> <li>- Attach a budget for the costs of checks</li> <li>- Get advice from the DPS as to what those who have checks from other industries must do to comply for their church ministries</li> <li>-</li> </ul>	<p>10/10</p> <p>16/12</p> <p>Now</p> <p>Now</p> <p>Asap</p> <p>10/10</p>
3	Vicar's Report	<p>The Vicar gave a written and spoken report (previously emailed):</p> <ul style="list-style-type: none"> <li>- One item in the report refers to a request made to the vicar for some of the <b>funds raised from the concert</b> to be given to St Jude's Carlton building fund. Discussion followed. All agreed that the current plan to give proceeds to TEAR Australia has already been advertised and should go ahead. For future concerts and events like it that raise money with a charity or mission in mind, all agreed that a decision about the beneficiary should be</li> </ul>	<ul style="list-style-type: none"> <li>- should be referred to the external missions sub-committee so that recommendations can be made to PC and decisions made for the next budget period.</li> </ul>	<p>Nov.</p>

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		<p>made ahead of time by PC through the existing sub-committee for external missions support.</p> <ul style="list-style-type: none"> <li>- Another item about support for S who is going on missionary service in the New Year was discussed. All agreed this should be referred to the external missions sub-committee due to meet in November.</li> <li>- A proposal to hold a pre-christmas growers and makers market at St Michael's as one of our ministries has been handed to the vicar.</li> </ul>	<ul style="list-style-type: none"> <li>- should be referred to the external missions sub-committee so that recommendations can be made to PC and decisions made for the next budget period.</li> <li>- Proposal to be circulated to PC for information and a risk management section to be added to the proposal by the vicar prior to the event.</li> </ul>	<p>Nov.</p> <p>Aug.</p>
4	Wardens Report	<p>C.R. is organising quote for roofing repairs and an insurance claim will be made to cover the damage caused by wind. Other roofing repairs needed might be done at same time at our cost.</p> <p>The fence replacement subcommittee consists of C.R., S.W. and John Sewell. Quotes and plans are underway. Grant has been authorised. A generous donation for the 25% that is our responsibility has been offered.</p> <p>New office secretary has begun work and is being inducted by Emma Sugars. Josh Glover is progressing well in the role.</p>	<p>C.R. to manage and report to PC about the repairs and insurance claim</p> <p>C.R. will update the Locum while the vicar is away on LSL about progress on the fence replacement. Plans are to build in the September school hols.</p>	10/10
5	Budget (Update)	<p>Because 4 members were not able to attend we did not achieve a quorum and could not adopt the budget formally. All agreed that the budget presented by the treasurer at last meeting is ready to adopt with the following amendment proposed by B.T. and seconded by C.R.: Adjust expenditure to include a \$500 line for costs that may be incurred relating to new professional standards codes (e.g. police check costs) without increasing the \$0 deficit nature of the proposed budget</p>	<p>Vicar to talk with treasurer about the amendment proposed and prepare such a budget to be presented at next wardens' meeting.</p> <p>Budget to be proposed at the October meeting of PC with a view to adopting a budget ahead of the annual meeting (14/11).</p>	<p>Asap</p> <p>Sept</p>
6	OH&S Report	<p>Some Exit light globes needing replacement</p> <p>Flouro lighting in Nickson Hall has been fixed</p>		Asap
7	Approve Minutes of Previous PC	<p>Noted that they were correct</p>		

Item	Topic	Minutes /Resolutions	Actions	Due Date
8	Review Actions from Previous PC meeting (See below)	Up to date		
9	Other Matters	Still searching for a cost effective solution to screening the office entry at night when staff might be alone in office for security purposes. B.T. noted he will be away overseas for next 9 weeks Vicar begins long service leave for 5 weeks on August 16		
10	Next meeting and close	No PC meeting in September. Next meeting October 10	Wardens to send agenda for October meeting	3/10

#### Actions from Previous Parish Council Meetings

##### Actions from July Meeting

Item	Topic	Minutes /Resolutions	Actions	Due Date
3	Vicar's Report	Refer to report Question regarding payment arrangements for Greg while serving as locum in SWs absence during LSL. Question regarding ministry of prayer; difficulty in finding quiet space after AM service. Longer term, will a space be available for prayer? No long term plans, but may arise out of need. Changes to professional standards need to be communicated in the annual report.	BT to provide information SW to convene sub-committee re Professional Standards to look at implementation of policies. SW to write spiel for Sunday to be presented by the Wardens to the parish All to read the Parish Governance Act prior to next PC meeting; Steve to circulate content	
5	Budget	Julian presented draft budget (to be distributed with minutes). Budget to be ratified in August.	Wardens to list maintenance tasks that will be addressed in FY18 and preventative maintenance tasks beyond.	
6	OH&S Report	Fluoro in Kitchen	SW to fix Fluoro in Kitchen	

##### Actions from June Meeting

Item	Topic	Minutes /Resolutions	Actions	Due Date
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	