

St Michaels Anglican Church North Carlton

Monthly Parish Council Planning Meeting

Date:	Tuesday 10 October 2017 @ 7:30pm at St Michaels		
Attendees:	Steve Webster, Su-Hsien Kuan, Peter Alsen, Julian McCoy, Jacob Edmonds, Bethany Allen		
Apologies:	Bill Toppin, Chris Reynolds, Ann-Michel Greenwood,		
Purpose:	Parish Council		
Chairperson:	Su-Hsien Kuan	Minutes:	Su-Hsien Kuan

Item	Topic	Minutes /Resolutions	Actions	Due Date
1	Welcome & prayers (SW)	SW provided a short reflection on Ps 46 – God is our refuge and strength.. The Lord of Hosts (Armies) is with us. Gives us confidence that God will be victorious. Do not let your hearts be troubled. Have faith in Christ. Future blessing. Trust in God as a place of refuge.		
2	Ratify Budget (decision)	FY17 income actuals projected at \$260K representing 10% growth. FY17 expense actuals was over by 7% but we will finish the year with \$34K in surplus. Direct giving increased by \$23K for the year. This has put us in a good position for FY18 budget plan. Moved by JE, seconded by BA. Parish Council unanimously ratified budget for presentation at Annual Meeting in November. SHK prayed	Finance report to be prepared in writing and for presentation at annual meeting - JM	31/10
3	Appoint members to External Missions Committee (decision)	SW proposed Dianne Shay to chair the committee and Roslyn Loader as our mission secretary. The members of this committee will be ratified at December Parish Council.	SW to communicate to the broader church that the External Missions sub-committee is being formed and invite persons to express their interest. SW to invite Dianne Shay to coopt other suitable members along with Su-Hsien Kuan and Roslyn Loader to meet before December and recommend distribution of external missions monies to PC for decision at the December meeting	Nov Nov

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4	Parish Council & Wardens nominations	SW asks for prayerful consideration for nominations	SW to promote nomination forms and annual meeting date in church	Oct 15
5	Vicar's Report	See Vicar's Report	SW to send Vicar's report via email to PC & Staff	Oct 12
6	Wardens Report	See Warden's Report	Audit of finances to be arranged with the help of Ian Jungwirth and to include bookkeeper and office secretary prior to annual meeting - JM	Nov 14
7	OH&S Report	Williams Hall Exit Light has been fixed		
8	Approve Minutes of Previous PC			
9	Review Actions from Previous PC meeting (See below)			
10	Other Matters	Discuss Statement of Commitment for Reconciliation Action Plan 2017 – 2020. SW presented suggestion for plaque. SW asked for prayers and advice on how to run the commitment to action service on 4/11. BA prayed.	SHK to speak with SW about future provisions for Reconciliation Actions Plans For wardens meeting: SHK to speak with SW about resiliency around office function	Dec
11	Next meeting and close	Proposed meeting in December with new PC		TBA

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	Complete
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.	Complete
6	OH&S Report	Fluoro in Kitchen	SW to fix Fluoro in Kitchen	Complete

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	WIP