

# St Michaels Anglican Church North Carlton

## Monthly Parish Council Planning Meeting

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Date:	Tuesday 12 December 2017 @ 7:30pm at St Michaels		
Attendees:	Steve Webster, Su-Hsien Kuan, Peter Alsen, Julian McCoy, Chris Reynolds, John Sewell, Katya Wagner, Peter Summers, MaryAnne Lyttle, Barry McGaw, Gillian Baker,		
Apologies:	Emilie Franklin, Jack Verdines		
Purpose:	Parish Council		
Chairperson:	Su-Hsien Kuan	Minutes:	Su-Hsien Kuan

Item	Topic	Minutes /Resolutions	Actions	Due Date
1	Welcome & prayers (SW)	Parish Councillors introductions. Established meeting norms. SHK prayed.		
2	Review minutes of Annual Meeting & Parish Council Report and agree on future actions. Sign Declaration Form to agree with the role of Parish Councillor.	Signing of the Declaration Form (except for JS, EF & JV)	SW to follow up with JS, EF & JV to complete the signing of the Declaration Form	
3	Establish Reconciliation Action committee - reporting guidelines (Discussion & Decision)	Phase 1 of the Reconciliation Actions have concluded. SW to approach Noelene Horton to chair the Reconciliation Action committee to determine future actions. BM and MAL have nominated themselves to form part of the committee. The plan is for the committee to report back to Parish Council with recommended actions around June/July.	SW to approach Noelene Horton to chair the Reconciliation Action committee to determine future actions.	
4	Vision Actions Plan Update and invitation for expressions of interest	SW presented update on Vision Actions Plan and invited Parish Councillors to consider their areas of interest for focus. SW to meet with Parish Councillors around Feb/Mar to discuss.		
5	Vicar's Report	Deferred to next meeting		
6	Wardens Report	See Warden's Report.		

		Note about Fence works: We have been advised that to plant the Liquid Amber in autumn 2018.		
7	OH&S Report	SW and CR climbed onto the roof and is not to do this again. Flouroscent light in Nickson Hall is broken.		
8	Review Actions from Previous PC meeting (See below)			
9	Other Matters	Resolution: SHK nominated Julian McCoy as Treasurer. Seconded by GB. JS asked what is St Michael's implementation of the ADOM requirements for Child Protection. SW to share with Parish Council the protocols that have been put in place	Action: SW to share with Parish Council the protocols that have been put in place for Child Protection. Action: SHK to include Child Protection protocols in future PC Agenda	
10	Next meeting and close			

### Parish Council Operating Rhythm

Date of Meeting	Reports
Dec 12	New PC Kick Off
Jan 9	Hall Hire Report/Plan, Wardens Report, Vision Action Review
Feb 13	Finance Update
Mar 13	Missions Giving Report
Apr 17	Wardens Report
May 15	Mid-Year Finance Report
Jun 12	Vision Action Review
Jul 10	Wardens Report, Reconciliation Actions Report (tba)
Aug 14	Finance Update & Draft Budget proposal for next year
Sep 11	
Oct 9	End-Year Finance Report Accept Budget proposal for next year
Nov 13 (tba)	Annual Meeting

**Actions from Previous Parish Council Meetings**

**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	complete

**Actions from October Meeting**

Item	Topic	Minutes /Resolutions	Actions	Due Date
2	Ratify Budget (decision)	<p>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.</p> <p><b>Moved by JE, seconded by BA. Parish Council unanimously ratified budget for presentation at Annual Meeting in November.</b></p> <p>SHK prayed</p>	Finance report to be prepared in writing and for presentation at annual meeting - JM	complete
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.	<p>SW to communicate to the broader church that the External Missions sub-committee is being formed and invite persons to express their interest.</p> <p>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</p>	complete
4	Parish Council & Wardens nominations	SW asks for prayerful consideration for nominations	SW to promote nomination forms and annual meeting date in church	complete
5	Vicar's Report	See Vicar's Report	SW to send Vicar's report via email to PC & Staff	complete
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	complete
10	Other Matters	Discuss Statement of Commitment for Reconciliation Action Plan 2017 – 2020. SW presented suggestion for plaque. SW	SHK to speak with SW about future provisions for Reconciliation Actions Plans	Dec

		asked for prayers and advice on how to run the commitment to action service on 4/11. BA prayed.	For wardens meeting: SHK to speak with SW about resiliency around office function	
11	Next meeting and close	Proposed meeting in December with new PC		complete

Actions from Annual Meeting (Nov)

Item	Topic	Minutes /Resolutions	Actions	Due Date
1	Finance Update	WRT Annual audit of our finances if our income is above a certain threshold	Action: Treasurer to check with diocese whether professional audit is required.  Action: Wardens to discuss whether professional auditors are required.	
2	General questions and comments	National Church Life Survey Results from the survey undertaken in 2016 in association with the national census	Is there anything to come out of the summary? Parish Council to assess the survey and its implications	