

St Michaels Anglican Church North Carlton
 Monthly Parish Council Planning Meeting

Date:	Tuesday 11 Sep 2018 @ 7:30pm at St Michaels		
Attendees:	Steve Webster, John Sewell, Jack Verdines, Julian McCoy, MaryAnne Lyttle, Katya Wagner, Emilie Franklin, Su-Hsien Kuan, Peter Summers, Gillian Baker, Barry McGaw		
Apologies:	Chris Reynolds, Peter Alsen		
Purpose:	Parish Council		
Chairperson:	Su-Hsien Kuan	Minutes:	Su-Hsien Kuan

Item	Topic	Minutes /Resolutions	Actions	Due Date
1	Welcome & prayers (SW)	Reflection on 2 Cor - 4 key words to successful brands - Trusted, Agile, Transparent, Engaging vs impression of the church Untrustworthy, Stuck, Hidden, Boring		
2	Vicar's Report, incl Vision Update	See Vicar's Report		
3	Info on new Diocese Child Safe Policy. For agreement (SW)	Parish Council agreed to sign up to the child safe policy on behalf of the church in anticipation of understanding the details better Next meeting to confirm Child Safety Officer. This will be reviewed every year.		
4	Parish Secretary Position Update. For decision (SW)	The opportunity to apply for the position closed today. Emma is the only interested person and is able to start on 1/10. SW to prepare new Terms & Conditions for a part-time role where previously was casual.		
5	Missions Giving Report. For Decision	In principle agreement to increase mission giving by 1% for the purpose to support an initiative for indigenous action. This is to confirmed when the indigenous action team is able to propose a cause.	On behalf of the PC, office to send a letter of thanks to Missions Giving team & Dianne	
6	Budget. For Decision (JM)	Parish Council endorses budget.	Present budget to congregation in light of Vision/Action (SW)	

7	Wardens Report	As distributed		
8	OH&S report	Nothing to Report		
9	Other Matters	Gillian need assistance for a mission in Cambodia	Gillian to present at AM church	
10	Next meeting and close	Oct 11		
11				

Actions from Previous Meetings

June

Item	Topic	Minutes /Resolutions	Actions	Due Date
2a	Reconciliation Action Group	MaryAnne gave an update on activities related to the Reconciliation Action Group – a lot of action! *IHH – 2 people to visit. They have a ‘Meat Club’, and are looking for support & food donations.	Notes to be sent to Parish Council – agenda for next meeting. Could this be part of the monthly collections, along with Asylum Seekers? Update: Reconciliation Action Group to update	
4	Secretary position update	Josh has put back his return until the end of the year, and understands that the position cannot be held. The position needs to be made Permanent P/T, and Emma will be strongly encouraged to apply!	Position Description for October 1 st . Agenda for July meeting (strategy & Staff Recruitment paper).	Oct1 Complete

July

Item	Topic	Minutes /Resolutions	Actions	Due Date
4	Facilities Sub-committee and start date (Decision)	John Sewell, Katya Wagner, Chris Reynolds, David Wagner to form a subcommittee.	Sub-committee to set a start date for discussion	complete
5	Draft Finance budget for 2019 (Julian)	Next steps: Steve to provide Julian with information for draft 2 (incl curate and maintenance works)	Steve & Wardens to provide info for next draft	complete
7	Reconciliation Actions Report	MaryAnne gave an update on activities related to the Reconciliation Action Group. There will be another bus tour in Nov.	Deniece to send minutes.	

August

Item	Topic	Minutes /Resolutions	Actions	Due Date
2	Vicar’s Report, incl Vision Update	See Vicar’s Report - Wednesday hosted an episcopate meeting – Marmengatha region with the Archbishop. Current responses to Royal Commissions and professional standards overview.	- Next PC & Wardens meeting: knowledge of & assent to new Dioces Child Safe Policy. - Encourage Parish Council members to familiarise themselves with the Uluru Sacred Heart Statement to consider signing the statement as a parish.	

		<ul style="list-style-type: none"> - Deanery meeting today (14th August) – greatly expanded compliance requirements. - Vision Action Plan: result of conversations over last 6 months. To be summarised on an upcoming Vision Sunday. Budget & broad vision statement initially then engagement with congregation to refine strategic methods. <ul style="list-style-type: none"> - Revised previous 2 years’ Action Plan. - Introduced next 2 years’ plan, 4 major initiatives under the banner ‘Making New Pathways’, ‘in’ and ‘out’ of the St Michaels community, opportunities through service. Alignment with mission statement. - Finalised vision action plan for September. - Questions: pastoral care – how to manage and determine who is in need of pastoral care in the fluid nature of contemporary church attendance; ARC: authority to instigate a questionnaire & can St Michaels’ sign up as a congregation to Uluru Statement of the Heart website & can we recommend the reading of <i>Dark Emu</i> to the parish 		
3	Introducing SMAAC (CR)	<ul style="list-style-type: none"> - Meeting to discuss imminent tasks and prospective tasks and actions. - Outcome the budget figure. - Have addressed most of the immediate concerns and are currently planning for future concerns. - Four issues: roof maintenance, addressing cracks in NE corner of nave, repolishing hall floor, waterproofing bell tower investigations underway. - Geotechnical report recommendations by geotechnical engineer. 	<ul style="list-style-type: none"> - Clarification of budget for next month. - Geotechnical report to be circulated by John. - Access to minutes and outcomes of SMMAC discussions. 	
4	Draft2 Finance budget for 2019 (Julian)	<ul style="list-style-type: none"> - Changes in the budget highlighted in blue. - Further clarity on: employment expenses, vicarage expenses, maintenance expenses, vicarage expenses. - Expenses projected to exceed income. Potential campaign to increase giving to sustain maintenance through hall hire and ministry with a full-time curate. - Question: precedents for percentage lift in giving, one-off and sustained. 	<ul style="list-style-type: none"> - Julian to email around budget draft and refine proposal for next wardens’ meeting. - Final decision on budget at next meeting before brought to the parish. 	

5	SU partnership (RL)	<ul style="list-style-type: none"> - Recruit parishioners (approximately 12) to work on Monday afternoons in an existing programme at Railway House after school to work with local children, particularly living in the Housing Commission. - Piloting and reviewing partnerships. - Proposals of Justin at Scripture Union to partner further with the parish in the local area and regionally. 	<ul style="list-style-type: none"> - Roslyn to go ahead with plans. - Steve to include proposals in Vision Sunday on last Sunday in August. 	
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Parish Council Operating Rhythm

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