

St Michaels Anglican Church North Carlton

Monthly Parish Council Planning Meeting

Date:	December 11, 2018		
Attendees:	Steve Webster, Chris Reynolds, Peter Summers, Kenya Kala, Gillian Baker, Mary Ann Lyttle, Barry McGaw, Jack Verdins, John Sewell, Emilie Franklin.		
Apologies:	Ann-Michel Greenwood, Jack Verdins, Mary Ann Lyttle		
Purpose:	First meeting of new parish council		
Chairperson:	Vicar	Minutes:	Vicar

Item	Topic	I/D	Minutes /Resolutions	Actions	Due Date
1	Welcome/orientation/devotion (SW)	D	Vicar opened a discussion about the nature and function of parish council Then presented a bible survey of community-building guidelines, encouraging members of PC to keep them in the forefront of their aspirations and prayers.	NA	
2	Review Actions from Previous PC meeting	I	Tasks and items pending from October meeting and AGM included below.		
3	Review actions from AGM minutes: 1. Appoint an auditor 2. Protocols for surplus funds e.g. market, concert, etc.		<ul style="list-style-type: none"> Due to increased income expected (above \$250K pa) diocese requires a CPA registered auditor of our accounts before the next AGM. Wardens will bring a recommendation and cost to next meeting Wardens to recommend a process for PC to decide how and to whom to distribute occasional surplus income from events and ministries (e.g. market, concert) 	CR CR	8/1/19 8/1/19
4	Declaration form to be signed by all	I	All present signed the declaration		
5	Appointment of i) treasurer, ii) chair, iii) secretary, iv) minute-secretary v) child safety officer (see diocesan Child Safety Policy)	D	i) Treasurer: Peter Summers; ii) Chair of PC: Ann-Michel Greenwood; iii) Parish Secretary: Emma Sugars iv) Minute-secretary role to be filled by a) advertising the need to the congregation for a volunteer to attend meetings, or b) if unsuccessful, PC to consider paid hours for Office Assistant v) Vicar to make a recommendation to PC next meeting re Child Safety Officer	SW SW	8/1/19
6	Appointment of sub-committee chairs:	D			

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	i. Finance committee ii. SMMAC iii. Reconciliation Action team iv. Gardening team		i. Necessity and nature of this committee to be determined at finance handover meeting ii. SMMAC to meet to discuss structure and leadership and recommend at next meeting iii. Denise Nichols to be asked to continue as chair and to send meeting minutes to PC iv. Su-Hsien Kuan to be asked to continue to chair the new gardening sub-committee	AMG CR SW SW	12/12/18 8/1/19 “ “ “ “
	Review process for External Missions Giving 2020 - wardens	I	Deferred to next meeting		8/1/19
7	Proposal for water tanks on church site – Katja W	I	Katja presented a report on potential installation of water tank and pump on south-west wall of Williams Hall as a water/cost saving initiative in relation to caring for the garden beds. This project was prompted by donors having offered gifts towards such a project some time ago, and it was agreed that the project makes for a good sign of ecological stewardship to the wider community. Cost is approx. \$3.5K in total. Quote comparisons, and implementation plans are included in the proposal for a 4000 litre tank, electrical wiring and pump, concrete base, and plumbing. <ul style="list-style-type: none"> PC to consider the proposal and decide on its future next meeting Vicar to publish a brief summary of the proposal ahead of next meeting for congregation to comment/inquire further. Chris R to check viability of potential donation to the project Katja to investigate any need for permit in relation to heritage overlay Vicar to provide average water bill costs per month to include potential offset of costs in discussion next month 	SW CR KW SW	8/1/19 23/12/18 8/1/19 8/1/19 8/1/19
	Reconciliation Action team report		No meeting this month		
	Vicar's Report (verbal)		No report		
8	Wardens Report (written)	I	To be distributed via email after meeting <ul style="list-style-type: none"> Wardens to publish current maintenance projects underway and \$ spent to the congregation and highlight any shortfall if all projects were to be undertaken due to urgency of need SMMAC and Wardens to organise immediately for the floor of Williams Hall to be lightly sanded and polished to get this completed before hire groups return 		23/12/18 8/1/19

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9	Treasurer's Report (verbal)	I	A finance handover meeting will be held on 12/12/18 at 6pm to transition finance reporting to the role of the new treasurer. Meeting will include Vicar, Julian McCoy, Ann-Michel Greenwood, and Peter Summers <ul style="list-style-type: none"> • Wardens to report to next PC meeting 	AMG	8/1/19
10	Other matters	I	Letter received from Cathy Wilson requesting financial assistance for medical costs being incurred by Lwin Thida, now undergoing urgent treatment for advanced lung cancer in Perth, without medical insurance cover. <ul style="list-style-type: none"> • Vicar asked to facilitate a retiring offering for Lwin's assistance • PC to discuss other potential action at next meeting 	SW	23/1218 8/1/19
	Next meeting	D	Next meeting of PC to be on 8 January 2019 at 7.30pm		