

St Michaels Anglican Church North Carlton

Monthly Parish Council Planning Meeting



Date:	Tuesday 8 th September 2020 @ 7:30pm via Zoom (online) meeting. Meeting will conclude by 8:45pm		
Attendees:	Steve Webster, Anne West, Matthew Duncan, John Sewell, Peter Summers, Mary Ann Lyttle, Emilie Franklin, Jack Verdins, Katja Wagner, Barb Ward, Gillian Baker		
Apologies:	-		
Purpose:	Parish Council meets with Vicar to govern matters of evangelism, discipleship, pastoral care in the parish		
Chairperson:	Anne West	Minutes:	Katja Wagner (NB: Discussion to be recorded via Zoom)

Item	Topic	Who	Type	Minutes / Discussion /Resolutions	Actions	Due Date
1 (7:30)	<ul style="list-style-type: none"> Acknowledgement of Country Welcome & prayers 	Steve		Reflection on the Book of Esther & Galatians.		
2 (7:35) (5 mins)	<ul style="list-style-type: none"> Matters arising from previous minutes – Nil Approve minutes of previous (July) meeting, (Chair to sign & date) 	Chair Chair	Info Dec	Minutes moved by Gillian, seconded by John.		
3 (7:40) (10 mins)	Vision Review Update <ul style="list-style-type: none"> See attached 	Steve	Dis	Vision Action plan update tabled by Steve. <ul style="list-style-type: none"> Seven ‘hubs’ designated to support and promote interest-centric online groups/ activities, dynamic and accessible directly through the website and various social media platforms Online presence receiving focused attention from Catherine Ward Use of data created by online platforms to gain further understanding of member engagement and outreach Barb: further queries regarding to website functionality including a search function Anne endorsed ‘hub’ approach Steve emphasised the importance of continual short-term reviews of vision to respond to rapidly changing circumstances Vision action plan document will form backbone of vision review service on September 27. 	Steve to follow up additional website functionalities with Emma	

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4 (7:50) (20 mins)	Finance Report <ul style="list-style-type: none"> • August reports • Draft Budget • Questions, Further actions required <i>(Scheduled detailed finance reports for April, July, Oct)</i>	Peter All Peter/ Steve	Info Dis Info	Finance documents tabled by Peter. <ul style="list-style-type: none"> - Increasingly difficult to track expenses without a physical office presence and changing payment requirements (Job Keeper). - Income has reduced, although not necessarily part of a future trend. Potential impact upon budgeting going forward. - Grant offset livestreaming expenses. - Thanks expressed to Peter for his work in preparation of finance documents for proposed budget to be presented at the Annual General Meeting. - Budget balancing highly dependent on provision of Job Keeper. Steve added that clarity around Job Keeper to be received within the next month. - Steve: should Job Keeper payments be received until the end of March as planned by the federal government, the budget will balance. Should the parish not qualify for Job Keeper, expenses will exceed income by a predicted 17%. Should this be the case staffing and expenses may have to be reviewed. Thankfully the parish has healthy financial reserves which could offset over expenditure if needed in the short term. - Barb: query regarding Smith Trust offset of Bellcote restoration expenses. Steve & Peter: provision has been made in this year's expenses. Proposed budget moved by John Sewell and seconded by Barb Ward. All in favour. Steve expressed thanks for the prayerful contribution of all those who contribute financially to the work of the parish.		
5 (8:10) (5 mins)	Reconciliation Action update <ul style="list-style-type: none"> • Meeting a costly goal on the RAP 	Maryann L / Steve	Info Dec	The parish is reaching the end of the three year preliminary phase of the parish's Reconciliation Action Plan. Partnership with Common Grace recommended by RAP to support the next chapter in the parish's reconciliation action journey. Involves a financial commitment from the parish in receipt of formalised support, resourcing and Indigenous student ministry. Reconciliation action (RAP) progress to be included in AGM report	Motion to commit to a partnership with Common Grace to be considered in October meeting.	October meeting Nov AGM

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6 (8:15) (10 mins)	Climate Action Group – Update <ul style="list-style-type: none"> • See attached 	Steve	Dis	<p>August CAG report tabled by Steve.</p> <p>CAG group is seeking affirmation from Parish Council to ring the church bell on November 18 as part of the wider ‘sounding the alarm’ day ahead of the G20 summit to support climate action.</p> <ul style="list-style-type: none"> - Jack expressed caution. - Steve encouraged Parish council to conduct further research around ARRCC and the sound of the alarm/ ring the bell initiatives ahead of the next meeting. - Parish contribution will involve bell ringing, letter drop and a banner on the fence. - John expressed concern over the bell ringing in regard to Council procedure. <p>CAG propositions to form part of future meeting agendas. CAG to formulate initiatives for the parish to consider moving forward including installation of solar panels. Anne encouraged those who are interested to join and support the Climate Action Group.</p>	<p>Steve and Catherine W to distribute further information regarding the ARRCC and sound the bell initiative ahead of the next meeting.</p> <p>Decision to support bell ringing initiative to be brought to the Parish Council in October.</p>	October meeting
7 (8:25) (5 mins)	Wardens Report (<i>Property, Finance, Good Order</i>) <ul style="list-style-type: none"> • Property • Good Order <ul style="list-style-type: none"> ○ Date for upcoming AGM 	John/Anne	Info Info Dec	<p>Maintenance update:</p> <ul style="list-style-type: none"> - Restoration work nearing completion. - Urgent maintenance work including works to vicarage included in proposed budget. - Thanks expressed to John for his work in regards to property and maintenance. <p>A number of events and tasks on hold due to pandemic restrictions and reduced use of site.</p>		
8 (8:30) (5 mins)	Vicar’s Report	Steve	Info	<p>Vicar’s report tabled by Steve.</p> <ul style="list-style-type: none"> - Steve is happy to follow up issues and forecasts raised outside of the meeting. - Presentation of Foyer Mural designed by Matt Duncan. Possibly a banner to accompany in description of its message. Matt happy to commence work as soon as practicable. Thanks expressed for his work so far. - AGM will be conducted over Zoom in November (last Tuesday). 		
9	OH&S			Access is not currently permitted to the church site except with prior		

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(8:35) (5 mins)	<ul style="list-style-type: none"> Other OH&S issues for actioning/noting 	All	Info	approval from Steve or the Wardens.		
10 (8:40)	<p>Other matters</p> <ul style="list-style-type: none"> Any other issues Minute Taker volunteer for Oct meeting? 	All		<p>Thanks expressed for all of the background work being undertaken by parish leaders and members.</p> <p>Discussion around online connectivity & livestreaming:</p> <ul style="list-style-type: none"> Emilie inquired about the technical team involved in livestreaming on Sundays. Steve: often two trained volunteers involved in livestreaming on Sundays in addition to the leader and a preacher, with an additional assistant for Holy Communions. Roster is available on the website. Steve noted that investment in livestreaming infrastructure will put the parish in a good position for future livestreaming of services when a congregation becomes possible. Emilie inquired over reception of livestream. Steve noted that analytics have revealed that livestreaming participants have increased, 25% of which are outside of or part of the extended parish community. Mary Ann requested that details be included in the AGM report. Peter requested that Zoom form part of Parish Council meetings in the future. Steve expressed thanks for and emphasised importance of increasing enthusiasm and quality of contribution to livestreaming services by the parish. Mary Ann expressed appreciation of Zoom morning tea. 	Details surrounding livestreaming analytics to be included in AGM report.	
8:45	Meeting Close					

Outstanding Actions from Previous Parish Council Meetings

Item	Action	Owner	Status
Nil			