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| Date: | Tuesday June 27 2023 @ 7:30pm **via Zoom** | | |
| Attendees: | Steve W, Anne W, Su-Hsien K, Alex P, Jack V, Barb W, Mary Ann L | | |
| Apologies: | John S (resigned) | | |
| Purpose: | Parish Council meets with Vicar to govern matters of evangelism, discipleship, pastoral care in the parish | | |
| Chairperson: | Anne W | Minutes: | Jack V |



| **Item** | **Topic** | **Who** | **Type** | **Minutes /Resolutions** | **Actions** | **Due Date** |
| --- | --- | --- | --- | --- | --- | --- |
| 1  (7:30) | Acknowledgement of Country  Welcome & prayers | Chair  Steve |  | Steve reflected on living in the “winters” of faith. Faith has a future hope and not just the present. Lean on the Holy Spirit for patience, wisdom and trust. In hope we are saved! |  |  |
| 2  (7:35)  *(5 mins)* | Matters arising from previous minutes *(Outstanding actions listed below)*  Approve minutes of previous meeting. *(Chair to sign & date)* | Chair  Chair | Info  Dec | Noted as below at the end.  **Moved**: Barb W  **Seconded**: Alex P |  |  |
| 3  (7:40)  *(10 mins)* | Staffing arrangements   * Leave planning for Steve (Sept-Dec & Beyond) * Assistant Minister (contract ending in Sept) * Play group assistant. | Chair / Steve | Info | * **Leave Plan**: Refer Vicar’s report. * **Asst Minister**: Draft position description for Kim Messieh tabled. Scope still 3 days/week but focus bias on the mid-week activities (large attendance, pastoral care opportunity).   **Motion:** Considering our finances (see later), the meeting moved a motion to offer Kim as 12-month contract.  **Moved:** Alex P  **Seconded**: Mary Ann L   * **Play Group Asst**: Mia no longer available. Catherine M has a potential candidate. Else keep looking and in the meantime survive “as is”. | Steve to check if need to advertise.   * SW to check with CM |  |
| 4  (7:50)  *(5 mins)* | Vision Action Planning   * Next steps | Su-Hsien / Steve | Info | Considering Steve’s departure, we need to wait for a new vicar to be appointed.  Note: proposed vicar candidates should be presented with a parish profile, mission statement, ethos, etc. Focus on this for the immediate term.  Note: Our web site should always be current and relevant. Also review for this purpose. | Su-Hsien to advise Incumbency Committee to drive “parish profile” preparation. |  |
| 5  (7:55)  *(15 mins)* | Finance Report  *NB: will start building a budget in July. Requesting a volunteer to be on a Finance Committee for this* | Steve / Wardens | Info | Looked at the “Budget Variance” spreadsheet.   * The Vicarage Maintenance $17K line is misleading as it has been provided for separately. Consider as $0 when evaluating expenses and profit/loss trend. * Spending is down vs budget … due to employment costs down (e.g.Mia) and Missions payment $3.5K not yet made. * Bottom line … we are approx. $36K in front vs plan. |  |  |
| 6  (8:05)  *(10 mins)* | Recycling at St Michaels | Steve / Wardens | Info | Letter from Catherine M tabled. | Steve to send a note of thanks from PC. |  |
| 7  (8:15)  *(5 mins)* | Vicar’s Report | Steve | Info | Tabled |  |  |
| 8  (8:20)  *(5mins)* | Wardens Report | Anne / Su-Hsien | Info | Tabled |  |  |
| 9  (8:25)  *(5 mins)* | Safe Ministries (Safety for Children) | Steve | Info | * Training session run by Kim last week. * Shelley and Kim will compile a summary | All to sign Kim’s documents. |  |
| 10  (8:30)  *(5 mins)* | OH&S | All | Info | * Annual inspection has been conducted by Diocese. * Updated forms to be installed |  |  |
| 11  (8:35)  *(5 mins)* | Other matters | All | Info | 1. **John S** has stepped down from PC. We acknowledge his contribution over the years and sincerely thank John for this. 2. **Treasurer:** in lieu of anyone taking up this position Su-Hsien suggested a finance “committee” sharing the role. 3. **Next Meeting:** Defer to August |  |  |
| 8:45 | Meeting Close | All |  | Closed at 8:53pm |  |  |
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**Outstanding Actions from Previous Parish Council Meetings**

| **Item** | **Action** | **Owner** | **Status** |
| --- | --- | --- | --- |
| Vision Action Planning | To provide an update for the congregation *(NB: completed 11/5/23)* | Steve W | Completed |
| Finance | To provide an update for the congregation *(NB: completed 11/5/23)* | Steve W | Completed |
| Steve to meet with Kerryn re details of the finance report. | Steve W | Completed |
| Leave Coverage for Vicar | Consider for next Parish Council key items that will need to be worked with the locum | Steve W | In progress |
| Child Safe Standards | Discuss changes to Child Safe standards at next Parish Council *(NB: Zoom Session scheduled for 20/6/23)* | Kim M | Completed |