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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 CountryWelcome & prayers | ChairSteve |  | 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)* | ChairChair | InfoDec | 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
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| 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.
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| 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
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| 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
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| 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 |