



St Michaels Anglican Church North Carlton


Monthly Parish Council Planning Meeting



Date:	Tuesday December 12, 2023 @ 7:30pm Hybrid (In person or via Zoom online). Meeting will conclude by 8:45pm		
Attendees:	Gordon P, Su-Hsien K, Anne W, Alex P, Peter S, Bill T, Peter B, Suzy D		
Apologies:	Kathrine H, Barb W		
Purpose:	Parish Council meets with Vicar to govern matters of evangelism, discipleship, pastoral care in the parish		
Chairperson:	Anne W	Minutes:	Alex P

Item	Topic	Who	Type	Minutes /Resolutions	Actions	Due Date
1 (7:30)	<ul style="list-style-type: none"> Acknowledgement of Country Welcome & prayers 	Anne/ Gordon		(Gordon not told to expect to lead a devotion.)		
2 (7:33) (2 mins)	<ul style="list-style-type: none"> Matters arising from previous minutes <i>(Nil outstanding actions listed below)</i> Approve minutes of previous (Oct)meeting, <i>(Chair to sign & date)</i> 	Chair Chair	Info Dec	Moved to accept Oct minutes: Su-Hsien Seconded: Alex		
3 (7:40) (10mins)	Welcome: Roles and Responsibilities  12 Parish-Governance-1	Gordon Wardens	Info	GP talked around issues for parishes finding new vicars at the moment. Aim to not burn people out! Keeping “good order” – responsibility of the wardens. PC there to help the wardens in doing so. Reflecting on how much Steve would take on for himself, and what PC might need to do to take up some of that slack.	PC members are encouraged to read attached document if not done already.	
4 (7:50) (5 mins)	Meetings for 2024 <ul style="list-style-type: none"> Frequency & Location 	Su-Hsien K	Info	Second Tuesday of the month, except for January. Expect that most will be in person (with Zoom as option for Alex and others).	Discuss with Peter re: better microphone for hybrid option.	

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5 (7:55) (15mins)	St. Michaels Wardens & Parish Council Team Plan https://1drv.ms/w/s!AoWD481RlqUYgxFBmbQE8ERNuMtG	Su-Hsien K	Dis	<p>Areas for focus:</p> <ol style="list-style-type: none"> 1. Finances. No treasurer last year made things a bit difficult. Have a finance team, made up of Peter S, Su-Hsien K, Shelley K, and Kerry (bookkeeper). 2. Maintenance of church buildings. Used to have a group (SMMAC) focused on this. Suggest Bill T and Peter B will take this on as a focus: any building and security issues that arise. They will figure out what to prioritise. Anne to be the warden-contact, as required. This will also include the IT equipment in the office. 3. Community and care groups. Suzy will take this on as a focus. 4. Website and social media. Alex to take this on. 5. Mid-week pop-up. Continuation of Steve and Kim's ideas from mid-2023 to serve playgroup etc families who are interested in church stuff. 6. Easter art installation. Su-Hsien looking to do this again in 2024. 7. Mission partnership review. Has been some years since there has been a review of 	 12 St. Michaels Wardens & Parish C 2. Bill and Peter to figure out where to focus in the first place. 5. Gordon to discuss possibilities with Kim and others. 7. How do we support and promote who our mission partners are, when it's no longer as straightforward	Dates as noted in the plan document

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				<p>where mission money goes. Barb W to undertake</p> <p>8. Music ministry. Much of 5.30 music is on video from people who are no longer part of the church (Steve, Graham, Sam and Kyria) – so how do we get live music happening again? Su-Hsien to take on.</p> <p>9. Office and governance. Su-Hsien and Anne to take this on. Some items can be taken up by SMMAC team. Also Chris A.</p> <p>Question about privacy issue, especially for the stuff around IT and paperwork. Australian Privacy Principles as guidelines.</p>	<p>as having info on a poster in the building?</p> <p>We need to think about how to deal with open mics before services and during greeting of peace – this is a privacy issue because of it being broadcast.</p> <p>Thanks to Su-Hsien for setting all of this up.</p>	
6 (8:10) (10mins)	<p>Declarations & Appointments</p> <ul style="list-style-type: none"> • Signing of Declaration forms (See attached) • Treasurer (appointed by Wardens) • Parish Secretary • Minute-taker • Child Safety Officer <p>Any others</p> <ul style="list-style-type: none"> • 	<p>Chair</p> <p>Chair</p> <p>Chair</p> <p>Chair</p> <p>Chair</p>	<p>Info</p> <p>Info</p> <p>Dec</p> <p>Dec</p> <p>Dec</p>	<p>Treasurer: Peter. (Anne and Su-Hsien appoint him.)</p> <p>Parish secretary: office@ email address to be used (thanks Rhonda). Moved by Su-Hsien, Alex seconded.</p> <p>Minute-taker: Alex (as long as sound/mic issues resolved for hybrid meetings).</p> <p>Child Safety Officer: Catherine M has been in the past, but can't commit for the next 12 months. This role is required by the parish.</p>	 <p>12 SM's Form-of-Declaration</p> <p>Anne, Alex, Kathrine and Barb to sign and return to the office.</p> <p>Need to find a new Child Safety Officer.</p>	

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7 (8:20) (10mins)	Interim Vicar's Report	Gordon	Info	Enjoying being at St Michael's. Some issues around organisation. Suggest some aspects of services could be simplified. Highlight need for welcomers before services. Is aiming to visit some folks.		
8 (8:30) (5 mins)	Wardens Report	Anne / Su-Hsien	Info	Thanks to the wardens for their work. Su-Hsien: issue of land tax is ongoing. Initial investigation: meeting at end of Dec to figure out how this might work. Suggest that Rhonda tell any possible hirers that this is the situation, will get back to them when it's decided. Also a question about reviewing insurance, for jumping castle at Fiesta (did not get one)-coverage	PC members to read as circulated	
9 (8:35) (5 mins)	Safe Ministries (Safety for Children)	All		Nil.	New members to PC need to complete level 3 diocese training. Kim will be in touch to organise doing that.	
10 (8:40) (5 mins)	OH&S	All		Nil.		
11 (8:40) (5 mins)	Other matters	All		Nil.		
Note:	Finance Report (Will be a standing agenda from next meeting onwards)	TBC	Info	Not fair to ask this of Peter for this first meeting! Will have more detailed report for next meeting, in Feb. Locums also make the finances more difficult.		

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8:45	Meeting Close	All				

Outstanding Actions from Previous Parish Council Meetings

Item	Action	Owner	Status
	No outstanding actions		