Meeting was held on **Monday 13 August 2018**, at **7.30pm** in the Church Office Meeting Room.

**Present:** Andrew Bowles (Priest in Charge and Chair), Adam van Leeuwin, Anton Benc, Gill Birkett, Andy Walker, Peter Crafter, Colin Lane, Ken Thompson and Anne Anderton.

**Apologies:** Ruth Johnston, Sandra Millard and Courtney Clowes.

1. **Time of silence, scripture reading and prayer - Andrew Bowles**

Andrew read from Ephesians 5: 1-14, this was followed by a time of silence and an opening prayer.

1. **Minutes of the previous meeting** (18 June 2018). The Minutes of the meeting held on 18 June 2018 were accepted as an accurate record of that meeting on the motion of Gill Birkett, seconded by Peter Crafter. Carried.
2. **Business Arising from previous meeting**

There was no business arising from the previous meeting.

4. **Reports**

 **Senior Minister’s Report – Andrew Bowles**

Andrew reported on the activities for the month and noted that August will be a big month in the life of St Mark’s with the Vision Launch on 26 August.

**St Mark’s Family Support Program – Andrew Bowles**

Andrew presented the report for Term 2 2018 and reported that it went well and that term 3 has started strongly.

There was some discussion about ongoing funding for this program when the ECHO money runs out and it was agreed that ongoing funding will need to be discussed in 2019.

**Finance Report – Andy Walker**

Andy presented the Finance Report for July 2018 and reported that income was down during the month and, for the year to date, is down by 2%.

Andy reported that the Profit and Loss account shows that some items have gone over budget. They include missionary giving where money has been taken from reserves and given to training for missionaries; IT costs due to fees for Cloud storage; office costs and the building cost of $9,000.

The finance report was moved for acceptance by Andy Walker, seconded by Colin Lane and carried.

**Finance Sub-Committee Report – Andrew Bowles**

 Andrew presented the Report on the Vision Strategy dated 2 July 2018.

The Parish Council confirmed that it is in support of the goal of employing a full-time Associate Minister from February 2019.

Andrew advised that this proposal will be put to the congregation on Vision Sunday (26 August 2018) when people will be encouraged consider their financial support for this goal.

There was some discussion about the need to assure people about the confidentiality of this financial support. It was noted that on the response form (both paper copy and on-line) the provision of the person’s name will not be mandatory and names will not be shown on the ‘Giving Tree’.

It had been planned to announce the responses to the request for an increase in ongoing giving at Thanksgiving Sunday on 7 October 2018 at which time money would also be requested for projects such as chaplaincy and the vicarage loan. There was some discussion about whether it may be too soon to request financial assistance for these projects after people have been encouraged to increase their regular giving. It was proposed that Thanksgiving Sunday be delayed until 11 November 2018.

**5. Governance and Administration**

 **Policy Reviews**

 **Human Resources Policies**

The following new HR policies were presented:

 P-014: Recruitment, Selection & Induction;

 P-015: Performance Review;

 P-016: Grievance, Conflict and Dispute; and

 P-017: Bullying, Harassment & Discrimination.

 **Other Policies**

 The following policies were presented:

 P-001: Incident Reporting (revised);

 P-002: Documentation Policy (to be archived); and

 P-018: Media Relations.

There was discussion about the Incident Reporting Policy and the importance of people knowing what to do in an emergency and the need to complete the incident report accurately. It was agreed that some posters may assist people to act appropriately in an emergency and it was noted that the completion of an incident report is part of first aid training.

It was agreed that the Documentation Policy is no longer needed.

It was also agreed that, in order to maintain numerical consistency, the new Media Relations Policy should be numbered P-002.

The adoption of the Human Resources policies, the revised Incident Reporting Policy and the Media Relations Policy was moved by Andrew Bowles, seconded by Gill Birkett and carried unanimously.

**Child Safe Policy Implementation**

Andrew Bowles reported that the teams closely involved in working with children have been advised about the new policy and it is proposed that all other volunteers who require a WWCC will receive training at a later date.

Consideration is still being given to how the child safe training could be given. The currently available on-line training can be expensive and the Diocese has not yet provided any on-line training.

Parish Council members were each given a copy of the Code of Conduct for Child Safety and asked to sign the Statement of Commitment and return it at the next Parish Council Meeting.

**Emergency Evacuation Drill**

Anton Benc reported that the drill will occur at the 10am service on Sunday 30 September 2018. He will provide more information at the next Parish Council meeting.

**Capital Works**

**Office/Op Shop Verandah** – Andy Walker reported that the underground power is still waiting to be connected. The delay is due to a bureaucratic issue relating to the correct address for the church.

**Vicarage** – The Building Permit has been granted. Building is now progressing well. A decision about sewerage will have to be made when information about all the available options is available.

**Blue Room Stairs** – The new stairs have been completed. Some thought must now be given to repainting the rest of the Hall Foyer.

**Op Shop Garage** – The insurance company have paid out $3,000 for the fire damage to the Garage. The Op Shop Management Committee will be asked for their views on the future of the Garage. If the Op Shop has no further use for it, the garage will probably be demolished. If there is no council parking requirement for the land, part of it may be reinstated as the Vicarage back garden.

**6. STM Vision 2018-2028**

Andrew Bowles advised that the church will be decorated for Vision Sunday (26 August 2018) and that various people will be involved in the service including the children and youth.

Members of the Parish Council had been invited to participate in the service by talking about the aspects of the Vision that they are excited about. Peter Crafter and Andy Walker will participate at the 8am service and Gill Birkett, Anton Benc, Adam van Leeuwin, Colin Lane and Anne Anderton will participate in the 10am service.

**7. Other Business**

 **Community Carols**

Gill Birkett reported that arrangements are going well and there is a terrific team working on the Carols Concert. They are receiving a positive reception to requests for assistance and are in the process of organising the performances.

**8. Correspondence**

Andrew Bowles advised that correspondence had been received from the Puffing Billy Toy Library seeking long term use of the Children’s Centre. He will meet with them to discuss their proposal.

**Next meeting**

The next meeting will be held on Monday 17 September 2018 in the Church office Meeting Room.