**St Mark’s Church, Parish Council MINUTES 18th June, 2018**

**M**eeting was held on Monday 18th June, 2018 at 7.30pm at St Mark’s office.

**Present:** Andrew Bowles (Priest in Charge and Chair), Colin Lane, Gill Birkett, Peter Crafter, Andy Walker, Ruth Johnson, Anne Anderton, Adam van Leeuwen, Anton Benc, Courtney Clowes, Sandra Millard (Minutes).

**Apology:** Katherine Mitchell & Ken Thompson

**Opening Prayer and Scripture Reading:** (Andrew Bowles) Galatians 6:1-10.

**Minutes of Previous meeting 23rd May, 2018.**

The minutes of previous meeting were accepted on the motion of Sandra Millard, seconded by Colin Lane.

**Business arising from previous meeting:**

A question from Anne Anderton for explanation of an expense amount in previous Profit & Loss Statement had been answered by Andy Walker.

There was no other business arising from previous meeting.

1. **Reports**
	1. **Senior Minister**

Andrew Bowles reported on the activities for the month and in particular the first anniversary of his Ministry at St Mark’s Church.

* 1. **Finance**

Andy Walker presented the Finance Report and reported of communication with the Diocese per Arch Deacon Gail Penchbeck. On meeting with Andy as Treasurer of St Mark’s, it was noted there was a discrepancy in the amounts presented to the Diocese and the consequent assessment was to be reworked, resulting in a lesser amount due to the Diocese.

He also reported the demolition of the ‘house remains’ where the new vicarage was to be built and which had been covered by Diocese insurance, was to proceed soon.

It was noted a deposit of $150,000 had been forwarded to the ADF by St Mark’s in the previous month.

It was also noted the amount owed to St Mark’s by Signpost had been repaid in full on the winding-up of Signpost.

On the presentation of the finance statement it was moved by Andy Walker to be accepted, seconded by Peter Crafter.

1. **Governance & Administration**
	1. **Policy Reviews**
2. **Social Media Guidelines**

 **ii. Working With Children Check Policy**

It was moved by Anne Anderton that these two Policies be accepted as presented, seconded by Anton Benc.

1. **P-001 & P-002** were still in the process of being reviewed.

* 1. **Emergency Evacuation Drills**

It was decided for Anton Benc to organise a Drill to take place in September and in particular to involve youth and children for this practise.

* 1. **Emerald Op Shop Constitution and Governance**

It was noted the constitution was to be brought in line with Diocese guidelines. In particular the subject of sale of 2nd Hand Electrical goods was noted and not to be allowed due to Church liability which would not be covered by Diocese Insurance. A disclaimer which had been displayed previously was not sufficient indemnity for this practise. It was moved by Anne Anderton, seconded Gill Birkett that the amended Constitution be accepted.

* 1. **Capital Works**

**i** The underground cable in the office area was still to be completed when the weather was suitable for the required works.

**ii. Vicarage**

The demolition works was due to proceed very soon as per the insurance claim after the fire of the old house building on the site.

 The building contract for the new vicarage was still with the Diocese waiting for final signatures.

 It is hoped a start will be made by July and an announcement would be made to the Parish to that effect.

**iii. Blue Room Stairs**

It is hoped a start will be made by the contractor, for this project very soon.

* 1. **Mission Partners**

There was no report made due to Ken Thompson’s absence.

1. **STM Vision 2018-2028**
	1. **Vision Launch**

Discussion was held and it was decided the Vision would be announced and launched Sunday 26th August, 2018.

* 1. **Financial Goals**

Staffing – It was noted the proposed appointment of an Associate Pastor would be for a three year tenure.

Thanksgiving – A discussion was held and suggested thanksgiving offerings could be used to repay any mortgage loan held by St Mark’s for the new vicarage.

 It was also suggested St Mark’s could finance an extra chaplaincy role at Emerald Primary School in addition to the currently held position which is Government funded.

 It was decided further discussions would be made with the ‘Small Finance Committee’ involving Thanksgiving Sunday.

1. **Other Business**
	1. **Community Carols**

A report was made by Gill Birkett informing the Council, proceedings were well under way. Presently she was awaiting notification in relation to the proposed receipt of a grant from Cardinia Council which would cover a percentage of costs to be incurred for the function.

She suggested that Parish Council should consider how St Mark’s could be highlighted on the evening, for example issuing labelled candles or similar items.

1. **Correspondence** - Nil

**6. Next Meeting** – Monday 23rd July, 2018 at 7.30pm in the Meeting Room.