

St Mark's Church, Emerald

Minutes of the meeting of St Mark's Anglican Church Emerald Parish Council held on 18 September 2023.

1. Present:

Andrew Bowles (Vicar), Anne Anderton (Minutes), Russell Soderlund, Aly Munzel, Katherine Mitchell, Peter Crafter and Ruth Johnson.

Apologies:

Dan Inglis, John Mechielsen and Trevor Garrett.

2. Opening Devotion

Andrew read from Hebrews 12: 1-3 and opened the meeting with prayer.

3. Minutes of previous meeting (21 August 2023).

Subject to the following correction, the minutes of the previous meeting held on 21 August 2023 were accepted as an accurate record of that meeting on the motion of Anne Anderton, seconded by Russell Soderlund. Carried.

Correction:

The reference, in the Finance Report, to the VRF liability should have stated that approximately \$10-15k should be transferred to the Dias family (rather than to the Diocese as wrongly stated in the minutes).

Matters arising:

- Andrew has not yet had an opportunity to register St Mark's for the Community Benefits Scheme operated by Richies IGA;
- Andrew confirmed that the VRF liability has now been sorted out.

4. Parish Council Administration/Governance

AGM Date

Andrew proposed that the AGM be held on Sunday 26 November 2023. This date was agreed to by all present.

Ally Thompson will need the AGM reports a week prior to the meeting.

Council membership in 2024.

Andrew asked that we continue to pray for the Parish Council membership in 2024. He has approached Anne Clowes and had a positive conversation with her about membership.

5. Reports

Senior Minister's Report

Andrew referred to his report which had been circulated with the agenda papers.

Andrew advised that, following the departure of Jerome and Vivianne, for the rest of 2023, he will be seeing how things go and what his rhythm of work looks like.

He will focus on the core business which is:

- The two worship services each week;
- Youth and children's activities;
- Administration matters; and
- General pastoral care and follow-up.

At the start of term 4 Andrew will speak to the congregation about his work load and will provide information about the volunteer vacancies that exist.

The film "The Last Daughter" which was screened on 27 August was a good opportunity for people to come together and discuss the film. Andrew proposes to speak about the need for ongoing conversations and prayerful reflection as the referendum date approaches.

In response to a question about the appointment of a collective youth minister, Andrew advised that several other parishes are interested in this joint arrangement but that he will need to wait to start more formal discussions until the Dias's commence their role.

Discussions should start in October/November this year with the possibility of the role commencing early in 2024. Jerome has already prepared a job description for the role.

Finance Report

Monthly Reports and Balance Sheets

Peter Crafter referred to the Financial Commentary for August 2023 and to the balance sheet as of 31 August 2023, which were circulated with the agenda papers.

Peter reported that the deficit, year to date, continues to be lower than budget. There was a surplus in August of \$3k after an adjustment to the Vehicle Replacement Fund. Our total income for the year to date is 14% ahead of budget, whilst expenses are tracking close to plan. Giving in August was higher at \$27.9k. Ministry income is ahead of budget year to date.

Peter advised that Andy Walker has arranged for the audit to take place in late October.

The acceptance of the financial report was moved by Peter Crafter, seconded by Anne Anderton and carried.

2024 Budget

A further draft of the budget for 2023-24 was circulated with the agenda papers.

Peter advised that the following changes have been made to the draft considered by the Parish Council at its August meeting:

- Overhead costs remain the same (\$39,365), but \$14k has been allocated to Youth and \$10k for other Ministry costs;
- \$30k for capital expenditure has been reduced to \$24k with \$2k to be set aside each month for repairs/capex.

The budget now shows a slight surplus of \$6,941.

Discussion about Property Costs

It was noted that the property cost budget of \$52k comprises \$24k sinking fund (ie \$2k a month) for repairs and \$28k for general repairs and maintenance.

It was noted that investigations have shown that there is no immediate need for the office roof to be replaced.

Russell advised that he believes that \$9k could be freed up from the property fund and he would love to spend that on the garden.

Katherine suggested that the property fund money could be used for the installation of solar panels and the change over from gas.

It was agreed that the property costs should remain at \$52k but that part of that fund should be allocated to the installation of solar panels and the change over from gas. It was suggested that a quote for the installation of solar panels should be obtained.

Discussion about Ministry costs

Andrew noted that \$10k in the Ministry costs is to allow a student minister to be employed for 1 – 1.5 days per week next year. He has also asked for a grant from the Diocese to assist with that cost.

Ruth expressed her support for a ministry project on inclusiveness for children and adults with disabilities.

Peter moved that the Budget 2023-24 as presented be accepted. Seconded by Katherine Mitchell and carried.

Emergency Fund Allocations

Andrew requested that \$1,000 be donated to the Libya Floods appeal and that \$1,000 be donated to the Morocco Earthquake appeal. The money to be paid to the Emergency Alliance Organisation for distribution. This was agreed.

6. Governance and Administration

Policy reviews

None this month

Safe Ministry

Diocesan Action Plan 2023-2026

Andrew reported that he will be meeting on 19 September with Aly LVL, Ally Thompson and Hollie to discuss child safe standards.

The Registrar of the Diocese has given St Mark's a tick of approval for the work that has been done so far in this area.

Andrew advised that, starting in 2024, anyone who has not undertaken the required child safe training will not be included in any roster.

Wardens

Maintenance/OHS

Russell will organise a working bee for later in November. Andrew will suggest a date.

Russell advised that other maintenance is up to date.

Incident reports

The following incident reports were considered:

- Seth Dias knocked his head on one of the pews whilst playing in the courtyard. It was agreed that the pews should be removed from the courtyard at the next working bee.
- There was a family dispute and disturbance at the 9:30 service on Father's Day. Andrew advised that this was distressing for everyone involved and he asked what, if anything, could be done to reduce this risk?

Following discussion, the proposals were:

- A safety team to be set up and briefed to act when a security issue arises. Andrew will speak to Rob Mitchell about that;
- The hosts should receive training in their role and advised of the action they should take in the event of an incident;
- A door should be fitted to the entrance of the hall that could be locked when the children are in the hall. Russell and John will investigate;
- Staff should receive mental health awareness training. Andrew will discuss this with Ally Thompson;
- Consideration should be given to placing a host in the hall foyer before the Sunday service as many people enter the church from the car park that way.

Capital Works

Thanksgiving Projects Update

Children's Centre bathroom

The only work left to be done is the tiling which Iain will be doing.

Hall windows - blinds

Russell advised that he now has two quotes.

One quote is from Sandra Beltram's son. His company has proposed that block out fabric be used in the 'triangles' of glass above the blinds and their quote includes that together with the provision and hanging of the roller blinds.

The other quote has placed the responsibility of blocking out the glass triangles (they suggested using wood) on us and we are also to provide a scissor lift to be used to hang the blinds.

Russell advised that a team comprising himself, Andrew, Colin and Andy will decide which quote to accept.

Russell moved that Parish Council give pre-approval for the expenditure of up to \$4,000 for the installation of the blinds. This was seconded by Peter Crafter and carried.

Basketball Court proposal

There has been no further action on this.

7. Other Business

Emerald Carols by the Lake

Russell reported that the plans are proceeding well and that there is a good team working on this.

8. Correspondence

None

Next Meeting

The next meeting will be on **Monday 16 October 2023**.