

# PC MINUTES



## MEETING DETAILS

Date: 26/04/2021  
Time: 7:30-8:15pm  
Venue: MS Teams

## ATTENDEES

Jeremy Watson (chair)  
Peter Coburn (Warden)  
Alissia Adam (Warden)  
Kathleen Wilson  
Peter Moran  
(Treasurer)  
Darryl Parkinson  
Steve Parkinson  
Heather Wardlaw  
Daryl Williams  
(Warden)

## APOLOGIES

Richard Childs

ITEM	MINUTES	ACTION
INTRODUCTION	The meeting was chaired by our vicar Jeremy Watson and conducted via Microsoft Teams.	
Prayer	Jeremy welcomed everyone and the meeting began in prayer at 7:34pm.	
Matters for Decision	<p><b>Statutory Annual Meeting (SAM) Date for 2021</b></p> <p>Financial year end is September and Parish Council will be reconstituted. The SAM is proposed for 7 November to allow time for documents to be prepared: date proposed by Jeremy; seconded by Darryl P, carried.</p> <p>Evacuation drill proposed for this same day as well as in May or June. Proposed by Darryl P, seconded by Jeremy, carried.</p> <p><b>Vicar's report</b></p> <p>Jeremy proposed removal of one church pew during upcoming men's breakfast. Suggestion that removed pew replaces a simpler one at the side of the church, allowing one of these lighter and lower-value ones to be removed from the church as opposed to one of the more ornate ones. Idea supported in principle.</p> <p>Steve to accompany Luke to a music store to consider best plan for procuring a new keyboard. Cost of the keyboard is covered by a \$2000 grant from the Bayside City Council (to be noted officially).</p> <p>Child Safety Register was commended by Peter Coburn as being well constituted and monitored. Good to have this in place for community safety, reputation and reassurance. Noted that it promotes a culture of child safety. Kudos to Alissia A and Jan Rich for effort invested.</p> <p>Discussion ensued regarding Police Checks and who requires them and for what purpose. Noted that the church has access to a crim check portal. It was discussed that Police Checks are needed due to Diocesan requirements with All Souls supplementing that with Working With Children Checks for a broad base.</p> <p>Jeremy highlighted that the church may also move towards checks through Kooyoora which records misconduct in churches, in addition to police/ government-visible checks.</p> <p>Jeremy moved that his report be accepted, seconded by Daryl Williams; carried.</p> <p><b>Warden's Report</b></p> <p>Peter C highlighted the following points in the report:</p> <p>Notices will be printed and placed on cars that are using the parking but do not belong to parishioners.</p> <p>Jeremy to explore whether newer heaters have a timer to allow them to automatically turn on before the service. Jeremy to ask Martin to assist.</p> <p>Church QR code has been changed to Services Victoria by Jeremy (Diocesan requirement). Query on how hand-written names would be uploaded (manual recording alone is no longer permitted, confirmed by Darryl Williams). This would be a time-consuming process. Jeremy wants to set up a check-in process for regular parishioners which will speed up the</p>	<p><b>Action</b></p> <p>None immediate.</p> <p><b>Action</b></p> <p>Jeremy to officially note the \$2000 Bayside City Council grant in appropriate forum.</p> <p><b>Action</b></p> <p>Jeremy to ask Martin to assist with timers on heaters.</p>

process and remove manual effort. However, setup has to be done for the Welcomers. Process not fully resolved at present.

Heather proposed the QR code be added to the pew sheet which was supported as an idea by Jeremy.

Safety inspection was conducted on 15 March and action items have been summarised by Darryl P.

Highlights:

1. A few items must be attended to from an electrical standpoint:
  - Illumination of emergency exit signs and emergency lighting in lounge, downstairs corridor and Bingham Room.
  - Both switchboards have fibro sheeting inside but there is an asbestos risk so it has been advised that these have to be painted with 2 coats of acrylic paint – approach to be checked with electrician.
  - Outside lights to be repaired and replaced at Op shop.
2. Emergency Exit Diagrams to be updated.
3. A few fire extinguisher signs need to be updated.
4. The two old A-frame ladders need to be replaced – suggest one large A-frame ladder.

**Action**

Peter C to arrange for Safety Review items to be actioned.

Peter C moved that the report be accepted, seconded by Alissia; carried.

**Treasurer’s Report**

Noted that Op shop does pay small rent. It is run as a separate entity; however, it has a constitution associated with it and is administered by an official body which Jeremy chairs.

Peter M noted that the income was slightly under budget but anticipated amounts had been received or anticipated shortly.

**Action**  
None

Noted that Telstra rent will come in during the coming months with mission payments outgoing.

Peter M confirmed we are in a good position with the focus now shifting to next year.

Peter M moved that report be accepted, seconded by Alissia; carried.

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Other Questions and Discussion arising from Reports

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Review of previous meeting Kathleen moved to receive minutes from previous meeting; seconded by Daryl W; carried.

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Review of the meeting None required. Noted that next strategic PC meeting replaced by prayer meeting on 3 May as it addresses the planned topic through the medium of prayer.

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Prayer Darryl P closed the meeting in prayer at 8:24pm

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