

**ST PHILIP’S COLLINGWOOD PARISH COUNCIL**

**28 Oct 2021**

**Agenda**

1. Welcome & Prayer
2. Attendance: Chris Jenkinson, Robert Dawlings (Treasurer), John Stack, Susan Lawrence, Helen Moore (minutes)
3. Apologies: Fr John Raike (on leave), Stuart Ellis (overseas)
4. Previous minutes –
5. **Sustain the Parish**

5.1 Priest-in-Charge (on leave)

5.2 Treasurer – reports emailed in advance with two sets of questions as shown here:

Robert email 1:

We need to talk about the **diocese migrating all parish accounts** to a new software package.  They are planning on converting one year’s worth of data.  If we want more than that, then we need to pay (I think $100 / year).  I suggest that we accept the one year (assuming that by this they mean they will take across the current financial year plus the previous financial year data).  I also suggest that we ask the diocese to give us copies of the

* Detailed Profit and Loss statement for all previous financial years
* General Ledger for all previous financial years

Robert email 2:

Attached are a four docs that I need to present to the AGM.

* The Auditor’s report is complete – minimal discussion needed.
* The balance sheet reflects how we have done financially over the year – minimal discussion needed.
* The Profit and Loss shows where our income came from and where our expenditure went – minimal discussion needed.
* **The budget paper does require some discussion at PC as** I do not have all the numbers I need to plug in.  
  FYI – those cells with a pink background are where we did worse financially than anticipated  
  In the RD Notes column, there are some ??? in a red font – I need some $’s to put in here.  Any idea who can provide them?

 Normally I would be expected to present the Assessment (the calculation that determines how much we pay the diocese each month).  However, the Diocese has not yet completed the spreadsheet that has to be filled in – so I can’t do that.

**Minute from previous (24 Oct) meeting** **for reference for future:**

Robert is not aware of the Master Remuneration for John having been agreed and signed.  Until this is completed, he is unable to fully reconcile the monthly reports from October onwards.

Action: A new MRF agreed to by priest and wardens will be in place by next Sunday (31 Oct).

5.3 Wardens’ Report

Stuart, Chris and Susan will meet this week to finalise the MRF as a priority.

5.3.1 AV upgrade

Fr John has spoken to Jonathan about process for invoicing Clifton Hill fund to pay for AV upgrade and access remaining funds for community building needs.

ACTION: Fr John to fill out form for invoicing Clifton Hill fund - ongoing

5.3.2 Windows on the northern aspect of the hall need replacing.

Fr John planning to speak to someone who does wooden frames which would give better insulation than aluminium frames. Using timber frames was approved at a previous PC Meeting. Chris suggested the sky light should be replaced at the same time.

PC agreed that double glazing wooden frames would be best environmentally.

ACTION: Fr John will follow up with Susan re quotes. Ongoing big project.

5.3.3 The HP computer and monitor is now permanently connected to the AV system and will be used to “Zoom” and conduct FaceBook live streaming of services.

ACTION: Chris to train PC members on how to turn it on before church each week – revisit post lockdown

5.3.4 The fence around the car park has deteriorated and needs to be replaced.

ACTION: Fr John to get quotes for cyclone wire and pool-style fence – revisit post lockdown

1. **Expand our Reach**

John Stack raised an initiative idea about whether we could expand our reach into the indigenous community at this time. Get an aboriginal art exhibition in 2022 Consider purchasing an indigenous artwork to go into the Roy Bradley Hall or to commission a work or to organise an exhibition in 2022. Aim to link to local themes (Yarra) and artists. Could we link this to the focus on climate change too? Climart. – revisit post lockdown

1. **Support refugees**

The collection and distribution of donated food needs attention.

ACTION: John will include this in Parish notices on Sunday to ask if there is anyone willing and able to deliver the donations – revisit post lockdown.

1. **Promote Marriage Equality**
2. **Encourage Sustainable Living**

9.1 Water Pumps

ACTION: John Stack and Chris will follow up on Sunday – revisit post lockdown.

1. Other Business
2. AGM Sunday 5 Dec
3. Next PC meeting: Sunday 23 Jan TBC