Wardens Committee

Minutes – 6th April 2019

Attendees:

Keren Terpstra; Kathleen Toal; John Humann; David Tuke (Minutes)

* **Leadership**
  + Wardens
    - External: ACNC
    - Internal: Parish Governance Act
    - Responsibilities outlined
    - Meet to walk through
  + Parish Council
    - Annual Election
  + Committees
    - Property – Chair on Council
    - Finance – Chair on Council
    - Communications – Chair on Council
    - Safe Church Training Process for Chairs
    - Define prior to Next round of Elections
  + Decision
    - Confirm Parish Council as primary driver of decision making and
  + Vote of Thanks:
    - Keren - booklet for Lent – bringing this together.

* **Research Lease**
  + Lease renewal at Research
  + $190k + $210k Range – current Market
  + Delegated responsibility from Wardens
  + Proposal for PC to sign off on
* **Finances**
  + Balance Sheet being done
  + Capital in excess
  + Behind Budget as at April
  + Concern re lack of Audited Accounts – follow up with DP
  + Hall Hire – running at a nett loss when costs taken into account. PC to discuss relevance of Hall Hire
  + Planned Deficit – refer to PC for approval
  + Amend budget to cover additional costs:
    - Allow for additional Bookkeeping costs
    - Children’s Garden
    - Research Property Maintenance Costs
  + Instruction to Finance Ctte; accountant (DP) to continue for now and review September; amend budget to suit;
  + Wardens & Treasurer agree to this course (JH)
  + Account to be established for St Margaret’s Music
  + P&L
    - Income: $176k
    - Costs: $43k
    - Expenditure on Employees: $77k
    - Admin: $46k
    - Other: $19k
    - Nett to end March: **$(15k)**
    - Projected end of year: **$(45k)**
* **Music Programme**
  + May 11
    - cut off for; Melbourne Anglican Foundation to fund St Margaret’s Music Program.
  + Design & set up Program;
  + Outline
  + Ctte of management
  + Musical Plan

* **Safe Church**
  + Affirm approach being taken by PC
  + Invite JS to next Meeting to clarify & participate as comfortable.
  + Clarify role of Wardens and relationship to ACNC/Directorship.
* **Staff/Resources**
  + Develop Position Description and Requirements
  + “Team Player”