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”