Unitarians in Edinburgh				
Minute of St Mark's Council Meeting on ZOOM				
Date:	Monday 30th May 2022			
Time:	7.00pm			
Location:	Zoom			
Present:	Gillian Woolman, Convenor – Chair for this meeting Joan Cook Jane Aaronson Kate Foggo Naomi Keir Ann Sinclair	Tom Stamper		
Apologies:	Monika Strell			
Conflict of Interest:	None			
	Agenda items	Actions		
1	Welcome and apologies Opening Words by Kate "Try to start every meeting fully present, with an open heart, open mind and open will – to what might happen and what might surprise me" Peter Hawkins.			
2.	The Council meeting minutes of 3 rd May 2022 were approved.	Approved		
3.	Matters Arising from those Minutes: Policies published on website/hard copies in Church – confirmation? Hard copies are in a file in the Church with easy access for people to view. Confirmed on the website.	Completed		
	Archive folder set up on Google Doc – confirmation Naomi?	Ongoing work in progress.		
4.	Draft Annual Report and Accounts Update Passed the external processes and is ready now for publication. Send digital signatures to Kate to approved.	Naomi and Gill		
5	Responses to Convenor's letter: None received so far. Thoughts on how to encourage people to step forward for Council? Co-opting?			

	There are two assistant treasurers; Lesley handles Gift Aid, and Ann can do the standard payment but we really need others from the congregation to volunteer.	
	Kate is writing up a treasurer's handbook to help with handover – THANK YOU for taking the time to do this Kate.	Kate
	Charity Back Room is recommended for payroll when and if the time arises.	
	Signatories for the bank account will need to be reviewed. Insurance policies also needs reviewed.	
	We need to see what happens at the AGM but as a back up it is suggested Jill is Convenor/Treasurer with the support of all members of the Council.	Gill
	Kate can write a small note to encourage participation for the bulletin and Council members softly approach people	Kate
	who may be interested in being involved.	Council Members
	Nominations for Council members proposer and seconder 10 days before - 16 th June. Naomi to draft something.	Naomi
	How we want to engage with friends & members on the future of St Marks.	
6.	Need a plan to move forward. Involve the SUA a little more perhaps. Lizzy Kingston Harrison – communication lead at the GA may have advice on this. Meeting together, not just on Sunday mornings and post covid and a new "normal" has not settled itself in place yet.	Gill and Joan to communicate with Lizzy.
	Council want to take a moment to acknowledges with gratitude all the hard work Lesley Hartley has and is doing as Pulpit Secretary, and Jill will take our thanks and appreciation to her.	Gill
	Children's Programme – have our current children moved on since there is no programme? Ministry Team to consider a strategy of how to move forward with a plan for the Children's Programme starting in September.	Ministry Team Gill
	We will start the conversation at the AGM.	
7.	Agenda for the AGM – Discussion and finalisation As per the note in the Convenors Letter.	
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	Agenda, once signed, Annual Report and Accounts can BE	
	sent out to the mailing list with clear statements that	
	reflect that only members can vote, and you must be	
	present to vote.	C'11
	Jill will draft something to be released.	Gill
	Permissions and Google Document access going forward:	
8.	Suggestion of division of duties - Naomi	
	Publication of non-Unitarian Events in the bulletin –	
	discussion: Jill/Naomi	
9.	Songs of Praise invitation to go into the bulletin.	
	Other events to be selected carefully.	Naomi to action
	Team Updates:	
	a. Management Team	
	Practicalities of Live Services Support	
	Building up and we have two more	
	volunteers being trained up.	
	Have a need for few more stewards and	
	a stewards rota and someone to	
	manage this, to open up the church	
	from 10am onwards.	Gill
	Perhaps AGM is a place to ask for this.	
	Lower Hall:	
	From October we can keep what is	Ann
	required, and other items will be for	
	sale on Ebay.	
	Fringe:	
	Running, at a lesser level but we are	Ann
	running including Ailsa. Volunteers will	
10.	be approached to help.	
10.	Hardies have apologised and progress has been	Tom
	made. A report is expected within the next two	
	weeks.	
	Council keenly awaits the report, after which an	
	action plan can take place moving forward.	
	Quinquennial Review Update:	
	We are awaiting an architect for data on the building.	
	b. Ministry Team :	
	Covered earlier.	
	c. Communication Team	
	Google and Bing Listing Ownership	
	Naomi to click ownership on Unitarians in Edinburgh's	
	behalf under the secretary email.	Communication
	,	Team to action.
	d. Pastoral Care Team	
	Reaching out to former friends and members.	

	Cancellation of membership of members – discussion: Jill e. Monthly Financial Status Update Cashbook is up to date. Commend Ann on the venue hire that came in during April. Expenditure is as expected, other than watching energy increases. Considering having the heating on at the start and end of the day, and training people of how to put heating on to reduce usage. Consider if we need Lindsay's retainer fee to continue. Consensus is that we do not continue, but will review after the AGM.
11.	Any other competent businessAs Jane will be standing down from Council at the AGM, Council will need to appoint a zoom host and co-hosts for future meetings. A handover will be needed to ensure procedures (such as signing out appropriately to prevent access issues) are clearly explained.A HUGE thank you to departing members of council, to Kate, Jane and Monica.Kate: Closing Words Opening and Closing words next time:
12.	Ann Sinclair
13.	Date of Next Meeting: Monday 4 th July 2022
	Church Secretary: Naomi Keir Date: 30th May 2022 Unitarians in Edinburgh or St Mark's Unitarian Church Edinburgh is a registered Scottish Charitable Incorporated Organisation. Scottish Charity Number SC014167
Signed:	Convenor Date: 30th May 2022