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|    | <p>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.</p> <p>Kate is writing up a treasurer’s handbook to help with handover – THANK YOU for taking the time to do this Kate.</p> <p>Charity Back Room is recommended for payroll when and if the time arises.</p> <p>Signatories for the bank account will need to be reviewed. Insurance policies also needs reviewed.</p> <p>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.</p> <p>Kate can write a small note to encourage participation for the bulletin and Council members softly approach people who may be interested in being involved.</p> <p>Nominations for Council members proposer and seconder 10 days before - 16<sup>th</sup> June. Naomi to draft something.</p> | <p><b>Kate</b></p> <p><b>Gill</b></p> <p><b>Kate</b></p> <p><b>Council Members</b></p> <p><b>Naomi</b></p>               |
| 6. | <p>How we want to engage with friends &amp; members on the future of St Marks.</p> <p>Need a plan to move forward.<br/>Involve the SUA a little more perhaps.<br/>Lizzy Kingston Harrison – communication lead at the GA may have advice on this.<br/>Meeting together, not just on Sunday mornings and post covid and a new “normal” has not settled itself in place yet.</p> <p>Council <del>want to take a moment to</del> 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.</p> <p>Children’s Programme – have our current children moved on since there is no programme?<br/>Ministry Team to consider a strategy of how to move forward with a plan for the Children’s Programme starting in September.</p> <p>We will start the conversation at the AGM.</p>   | <p><b>Gill and Joan to communicate with Lizzy.</b></p> <p><b>Gill</b></p> <p><b>Ministry Team</b></p> <p><b>Gill</b></p> |
| 7. | <p>Agenda for the AGM – Discussion and finalisation<br/>As per the note in the Convenors Letter.</p>  |  |

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|     | <p>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.</p> <p>Jill will draft something to be released.</p>   | Gill  |
| 8.  | <p>Permissions and Google Document access going forward:<br/>Suggestion of division of duties - Naomi</p>   |   |
| 9.  | <p>Publication of non-Unitarian Events in the bulletin – discussion: Jill/Naomi<br/>Songs of Praise invitation to go into the bulletin.<br/>Other events to be selected carefully.</p>  | Naomi to action   |
| 10. | <p>Team Updates:</p> <p>a. <b>Management Team</b><br/><i>Practicalities of Live Services Support</i><br/>Building up and we have two more volunteers being trained up.<br/>Have a need for few more stewards and a stewards rota and someone to manage this, to open up the church from 10am onwards.<br/>Perhaps AGM is a place to ask for this.</p> <p><i>Lower Hall:</i><br/>From October we can keep what is required, and other items will be for sale on Ebay.</p> <p><i>Fringe:</i><br/>Running, at a lesser level but we are running including Ailsa. Volunteers will be approached to help.</p> <p>Hardies have apologised and progress has been made. A report is expected within the next two weeks.<br/>Council keenly awaits the report, after which an action plan can take place moving forward.</p> <p><i>Quinquennial Review Update:</i><br/>We are awaiting an architect for data on the building.</p> <p>b. <b>Ministry Team:</b><br/>Covered earlier.</p> <p>c. <b>Communication Team</b><br/>Google and Bing Listing Ownership<br/>Naomi to click ownership on Unitarians in Edinburgh’s behalf under the secretary email.</p> <p>d. <b>Pastoral Care Team</b><br/>Reaching out to former friends and members.</p> | <p>Gill</p> <p>Ann</p> <p>Ann</p> <p>Tom</p> <p>Communication Team to action.</p> |

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|                | <p>Cancellation of membership of members – discussion: Jill</p> <p><b>e. Monthly Financial Status Update</b><br/> Cashbook is up to date.<br/> Commend Ann on the venue hire that came in during April.<br/> 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.</p> <p>Consider if we need Lindsay's retainer fee to continue. Consensus is that we do not continue, but will review after the AGM.</p> |                            |
| 11.            | <p><b>Any other competent business</b><br/> As 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.</p> <p>A HUGE thank you to departing members of council, to Kate, Jane and Monica.</p>   |                            |
| 12.            | <p>Kate: Closing Words<br/> Opening and Closing words next time:<br/> Ann Sinclair</p>  |                            |
| 13.            | <p>Date of Next Meeting:<br/> Monday 4<sup>th</sup> July 2022</p>   |                            |
|                | <p>Church Secretary: Naomi Keir<br/> Date: 30th May 2022<br/> Unitarians in Edinburgh or St Mark's Unitarian Church<br/> Edinburgh is a registered Scottish Charitable Incorporated Organisation. Scottish Charity Number SC014167</p>  |                            |
| <b>Signed:</b> | Convenor  | <b>Date:</b> 30th May 2022 |