

Unitarians in Edinburgh		
St Mark's: Council Meeting on ZOOM Notes		
Date:	Monday 3 <sup>rd</sup> January 2022	
Time:	8.00pm	
Location:	Zoom	
Present:	Jillian Woolman – Chair for this meeting Monika Strell Jane Aaronson Naomi Keir	Tom Stamper – late arrival Joan Cook Kate Foggo Ann Sinclair
Apologies:		
Conflict of Interest:	None	
Agenda items		Actions
1	Welcome and apologies Tom for arriving a little late – but better late than never.	
2.	The Council meeting minutes of 3 <sup>rd</sup> December 2021 were approved.	Approved with amendment for 6 <sup>th</sup> Dec date.
3.	<p>Of the matters arising from those minutes:</p> <p>a. Photographs for website</p> <p>b. Social committee – Naomi Update A Little Light Relief is now a regular item in the bulletin, with invitations for the community to contribute. Brainstorming Session Invitation is also in the bulletin to see if ideas come forward. Social Circle is small but regular. Quiz Night is popular, as is the Poetry Group. In the circumstances we currently find ourselves it was agreed that what is being offered is likely to be enough at present.</p> <p>c. Children's Programme Coordinator Update No interest at the moment and thinking perhaps it may be difficult to recruit until we are back in Church physically. Jill will discuss this with Lesley moving forward.</p>	<p>In progress: Monika</p> <p>Action: Jill</p>

	<p>d. Streaming Services – see later.</p> <p>e. Schedule visible to council of upcoming services? Bulletin has next two weeks, but blurb to be sent to Naomi and Lesley. No further action is required at present.</p> <p>f. OSCR Update for February – action needed from council members – later discussion in the Learning and Recommendations, along with more detail in the February meeting.</p>	
4.	<p>Current Groups Update:</p> <p><b>Finance:</b> Kate – the books are currently looking healthy. Investments increased by 15%. It should be noted that The Inquirer subscription is now due, and that it will be print only from next month. Suggested that we do not renew subscription until we are back in Church, and when we do so the number of copies ordered is reduced from 30 to 15.</p> <p>It was agreed that to continue to support The Inquirer St. Marks would donate £150 in lieu of the subscription.</p> <p>Note to be made in the Bulletin to let the community know that we will not be getting The Inquirer due to it going back to print only until we return to Church. In the meantime, a link will be provided for people to choose to get their own subscription if they wish to do so.</p> <p><b>Management Group:</b> Current supplier recognises their limitations in that they cannot provide the level of broadband we now need, and so are going to be supportive in the changeover.</p> <p>Brian Robertson has been reviewing suppliers and making full progress in this regard – more detail in the report provided by Ann – thank you.</p> <p>Council are happy to delegate this responsibility to Brian Robertson to move this forward.</p> <p>Heating: Council support the recommendation of the Management Group to proceed with repairing the pumps.</p> <p>Quinquennial Review: need to move forward with the conservation architects – Tom has emailed his contact for recommendations, and when he returns from holiday we can either go with the recommendations or look elsewhere.</p> <p>Lettings: There have been cancellations due to Covid and we lost other bookings due to this. We have had some enquiries however, and would like to accommodate them.</p>	<p>Action: Kate to make the donation.</p> <p>Action: Ann and/or Kate to forward a link for the subscription to Naomi.</p> <p>Action: Naomi includes in the bulletin.</p> <p>Action: Ann/Jill to inform Brian.</p> <p>Action: Ann and Tom to progress.</p>

	<p>Council asked if we had a Cleaning protocol, and we were reassured that it is practice to clean after use, and that wipes / cleaning items are provided for this purpose.</p> <p>Ideas were shared regarding use of the hall by other groups and it was acknowledged that, via Ann’s screening process (thank you Ann) those using the hall are consistently considerate of current requirements and are a loyal, important source of income for St. Marks.</p> <p>It was agreed this could continue subject to changes in guidelines.</p> <p>GA Meetings:  Yet to confirmed if the conference will be in person or online, but we should know very soon. This takes place in mid-late April, and two delegates from St. Marks will be invited to attend and represent our community. Normal practice is for 50% of accommodation and travel costs to be provided to delegates from St. Marks.  Discussion took place as to who can represent us, and it was noted that only members would be able to vote on issues and so would be put forward as delegates.</p> <p>It was decided that ideally one member of council and one member of the community would attend. An invitation will be included in the bulletin and announced at services notice as well.</p> <p>Ministry Team:  Council asks for the following to be considered please:  - Make provision for a monthly in-person service, and those who are unable to attend can go “travelling”.  - Set up and run a simple Webcast to broadcast the service as a stepping stone to our ideal situation.  - Finally, once broadband and technical issues are resolved we move to our preferred Hybrid system.</p> <p>Good services were delivered in December, for example on the 26<sup>th</sup> Dec, 26 people attended. The Ministry Team are working on services through to February.  Planning to “travel” to Bridport 1<sup>st</sup> Sunday in March. Pleased to say that St. Marks now has a stronger ministry team now.</p> <p>Jane attended and represented St. Marks at the recent EIFA conference on climate change. It was agreed at the Ministry Team meeting on 15 December 2021, regular theme linked to climate change from time to time.</p> <p>UU Coffee Fireside 22<sup>nd</sup> January and then again in February.  Naomi to include information regarding this in the bulletin.</p>	<p>Action: Naomi to include this in the bulletin, and forward requests to Jill.</p> <p>Action:  Ministry Team</p> <p>Action: Naomi</p>
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	<p>Communications Team: Meeting needed to be rescheduled, and the priority is how to update and review the website, including inclusion of council agendas and minutes for Hazel to action on her return from travelling. Also consideration about Waymark.</p>	
5.	<p>Policy Documents:</p> <ul style="list-style-type: none"> <li>a. Safeguarding and Equality, Diversity and Inclusion Policy for final signoff</li> <li>b. Bullying &amp; Harassment and Code of Conduct for consideration.</li> </ul> <p>Focus group to review in two weeks to go over details. Tom and Naomi step back from this role. 17<sup>th</sup> January meeting to review 8pm</p>	<p>Action: Naomi to send to all</p> <p>Action: meeting Jill, Joan, Jane, Kate, Monika, Ann</p>
6.	<p>End of Life next run: Plan to re-run this workshop in March, preferably on a Sunday at 5.30pm, but Friday at 6.30pm is also possible. Jane will check with the Ministry Team to see when works best in line with our planned services and other offerings.</p>	<p>Action: Jane asks Ministry Team and liaises with Naomi</p>
7.	<p>Any Other Competent Business:</p> <ul style="list-style-type: none"> <li>a. It was confirmed that the St. Marks mailing list is completely private and secure.</li> <li>b. Jane represented St Marks at Climate Change, as discussed above.</li> <li>c. Chicago UU hosting a fireside chat: Dates are 22<sup>nd</sup> January and 26<sup>th</sup> January. Naomi to put this into the bulletin for people to be able to attend.</li> <li>d. Andrew Hill ref. Scotland Churches Trust – advisory role at the moment.</li> <li>e. Re-introduce opening and closing words at council meetings. It was agreed that this is a nice practice and one that will keep us focused on why we are doing what we are. At the end of each meeting, council can nominate or step forward to offer the opening and/or closing words for each meeting.</li> <li>f. Places of worship advice Helpful and appreciated it being shared by Joan and Jane</li> <li>g. Simple job descriptions for people who do work for us? Simple job descriptions for people who do work for us? Two of our current regular contractors have been given an increase in pay as from the start of 2022. Kate is reviewing the invoicing system they use.</li> </ul>	

	<p>h. Learning and Recommendations following Grievance Panel Discussion:  We have adopted the policies in line with the recommendations, and we continue to keep this document to hand and regularly refer back to it throughout Council meetings.  This will be done again after the meeting regarding policy documents on the 17<sup>th</sup> of January.</p>	
8.	<p>Jane: Closing words  “Hope” by Vaclav Havel</p> <p>Opening Words for Next Meeting to be decided.</p>	
9.	<p>Date of Next Meeting:  Monday 7<sup>th</sup> February 2022</p>	
	<p>Church Secretary: Naomi Keir  Date: 3<sup>rd</sup> January 2022  Unitarians in Edinburgh or St Mark’s Unitarian Church  Edinburgh is a registered Scottish Charitable Incorporated Organisation. Scottish Charity Number SC014167</p>	
<b>Signed:</b>	Convenor	<b>Date:</b>