

# Anglican Parish of Altona/Laverton

St Eanswythe's Altona with St Clement's Altona Meadows

## PARISH COUNCIL: Minutes

7.00pm, Wednesday 19 November 2025, at St Clement's

1. Opening prayer

1.b Parish Council Secretary

It was moved that Dean Mason be asked if he is willing to take on the role of Secretary, to which Dean agreed and was duly appointed.

Moved: Lily

Seconded: Fred

2. Attendance/apologies

Council

Name	Role	Present	Apology
Rev'd Kerry Davis	Vicar	Y	
Rev'd Johnwerni Maryoe	Curate		A
Elizabeth Croft	Parish Councillor	Y	
Michael Francis	Parish Councillor	Y	
Lily Griffin	Parish Councillor & Church Warden	Y	
Richard Hallett	Parish Councillor	Y	
Denis Lee	Parish Councillor & Church Warden		A
Dean Mason	Parish Councillor & PC Secretary	Y	
Anita McAnda	Parish Councillor	Y	
Fred McAnda	Parish Councillor	Y	
Ting Wang	Parish Councillor & Treasurer		A
Anna Watts	Parish Councillor & Church Warden	Y	

Total present (require 6 for quorum)

9

3

Francis Lar Kabaw	Observer		A
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Name	Role	Present
The Rev'd Danny McRoberts	Associate Priest (Te Wairua Tapu)	-
Cindy Dennis	Te Wairua Tapu	-

3. Minutes of previous meeting (15 October 2025)

Moved: Anna

Seconded: Anita

4. Business arising from the minutes (not included elsewhere)

Review of Actions

- Dean following up the Diocese regarding outstanding Assessments – now complete.
- Kerry to check what the agreement is with the Spanish Baptists and how much we can expect them to be paying each month. – new agreement has been confirmed for \$1,200 per year.

5. Correspondence

In:

- Ad Clerum – 15 November 2025
- Oodthenong Newsletter – 6 November 2025

Out: Request to Diocese to review of St Eanswythe's Carpark Lease – sent 14 November 2025

6. Reports

i) Wardens

Moved: Lily

Seconded: Elizabeth

ii) Treasurer  
 Moved: Anna  
 Seconded: Fred

7. Vicar's report  
 Moved: Rev. Kerry  
 Seconded: Michael

8. Clearances for Safe Ministry update

(Soon Ghee Yap, Compliance Officer; Sandra Hansen, Child Safety Officer at St Clements; Anita McAnda, Child Safety Officer at St Eanswythe's)

Richard reported that:

- 15 people need to do level 1 training, aiming to have them completed by the end of 2025.

We also noted Soon Ghee is still listed as compliance officer. Rev. Kerry undertook to discuss with him his willingness to continue in that role.

9. Parish Council Portfolios, initiatives proposed at April planning day, current status.

Name	Portfolio	Initiatives Proposed at 5 <sup>th</sup> April Planning Day	Current Status
Rev. Kerry	Music and worship	Set up welcomers, EFTPOS in Op Shop and regular maintenance activities.	
Rev. Johnwerni	Music and worship	Contribute to music program.	
Anita	Giving and fundraising	Setting up welcomers and have them more engaged with new parishioners and contribute to garden.	
Anna	Mission and outreach	With a committee, to help out with the gardens and beautification of St E's hall & decorating.	
Dean	PC Secretary	Faith and formation, small group initiatives, work with Richard, Anna, others on that	
Denis	Health and safety, maintenance and upkeep – St E's	A 5-10 year plan; a plan for succession in organ and piano players.	
Richard	Formation and Discipleship	Invite people to let us know what they'd like to learn more about, and develop some initiatives in response.	
Sandra	Social and fellowship	Put together a pastoral care team and work on a kit and training for our welcomers.	
Scott	Health and safety, maintenance and upkeep – St C's	Gardening, plastering, more building maintenance more regularly. Starting games night on a Thursday night.	Happening regularly on a Friday night.
Soon Ghee	Youth and childrens' ministry	Not in attendance.	
Ting	Treasurer	Not in attendance.	

A motion was put forward to suspend the Portfolios item on the agenda and re-visit them when we have a planning day early in 2026.

Moved: Dean  
 Seconded: Anna

Saturday the 31<sup>st</sup> of January was decided as the date for a planning day at St Clement's, including a BBQ for lunch – BYO bread, meat and salad.

10. A. **Authorised signatories** for bank accounts and financial transactions for utility providers.
- Commonwealth Bank account: BSB 063-101, Acc 1023 6122 St Eanswythe's General
  - Bendigo Bank: BSB 633-000 Acc 1579 4722 St Eanswythe's Altona with St Clement's Laverton Anglican Churches.
  - Anglican Development Fund accounts.
  - All utility providers for gas, electricity, water, telephone and other utility providers.
- Parish Council confirmed that the authorised signatories for the above accounts at ADF, Commonwealth Bank, and Bendigo Bank effective from this meeting's date (19<sup>th</sup> of November, 2026) are:

Anna Watts, Warden  
Denis Lee, Warden  
Lily Griffin, Warden  
Ting Wang, Treasurer

They are replacing the following four people who were previous signatories. for the previous year.

Anna Watts  
Denis Lee  
Scott Pitcher  
Ting Wang

B. **Authorised online statement read access only** for bank accounts and financial transactions and engagement with utility providers.

- Commonwealth Bank account: BSB 063-101, Acc 1023 6122 St Eanswythe's General
- Bendigo Bank: BSB 633-000 Acc 1579 4722 St Eanswythe's Altona with St Clement's Laverton Anglican Churches.
- Anglican Development Fund accounts.
- All utility providers for gas, electricity, water, telephone and other utility providers.

Parish Council confirmed that authorised online access for the above accounts at ADF, Commonwealth Bank, and Bendigo Bank, and engagement with utility providers effect from 1 October 2025 should be grated to:

Edita Abram, Parish Administrator

11. Other business

- 11.1 Appointment of Parish Council Secretary – completed at beginning of meeting
- 11.2 Parish Council Members – Form of Declaration – completed.
- 11.3 Authorised Lay Assistants at Holy Communion – Rev. Kerry tabled a letter seeking authorisation for the list of parishioners to be approved.
  - Moved: Rev. Kerry
  - Seconded: Anna
- 11.4 Agreement on Parish Council meeting dates
  - Agreed to continue with 7pm on third Wednesday of the month, alternating between St Eanswythe's on even months and St Clement's in odd months.
  - Fred advised he will be an apology once every three months.
- 11.5 Annual Parish Meeting 2026 date, agreed to be Sunday 25<sup>th</sup> of October.
- 11.6 Christmas and January service schedule was noted.

12. Dates of next meetings (7.00pm in person)

17<sup>th</sup> December, St Eanswythe's  
No regular meeting in January, only planning day on the 31<sup>st</sup>.  
18<sup>th</sup> February, St Eanswythe's  
18<sup>th</sup> March, St Clement's  
15<sup>th</sup> April, St Eanswythe's  
20<sup>th</sup> May, St Clement's  
17<sup>th</sup> June, St Eanswythe's  
15<sup>th</sup> July, St Clement's  
19<sup>th</sup> August, St Eanswythe's  
16<sup>th</sup> September, St Clement's  
21<sup>st</sup> October, St Eanswythe's

Note: Parish Council dinner at the Vicarage on Friday 12<sup>th</sup> December, 6.30pm

13. Closing prayer, 8.30pm close.

Chair: Rev. Kerry Davis Signature: \_\_\_\_\_