

Resolution of Parish Council from February 2025 - February 2026

Out of Session motion by email 21st February 2025

1. Tom Sheard moved *that Parish Council accept the quote from OBR group to purchase air curtains and complete the installation.*
Seconded by Marion Jamison. Carried.

At the meeting held on 6th March 2025

2. Tom Sheard moved *that the minutes of the meeting held on 23rd January 2025 be accepted.*
Seconded by Tine Adams. Carried.

3. Jan Hill moved *that the correspondence inwards be received and the correspondence outward be endorsed.* Seconded by Tine Adams. Carried.

4. Harold Luxton moved *that the payments listed in Appendix 1, paid between 24 January 2025 and 28 February 2025, vouchers 2657, 2715, 5509, 5510 and 5605 to 5639, totalling \$18,134-75, are verified, and that the Treasurer's Report is received.*
Seconded by Tine Adams. Carried.

5. Tine Adams moved *that Harold Luxton contact an Albany curtain shop to get them to provide a quote for new stage curtains.* Seconded by Harold Luxton. Carried.

6. Jan Hill moved *that the Parish donate \$2000 to ARDFA for the Sudan crisis.* Seconded by Alison Kershaw. Carried.

7. Tine Adams moved *that letters of thanks be sent to Jane James and Jan Pattinson for all their work on Parish Council.* Seconded by Tom Sheard. Carried.

Out of Session motion by email 2nd April 2025

8. Tine Adams moved - *that St Leonard's Church host a "thank you" function for the Op Shop Volunteers on the afternoon of Monday 5th May, staffed and catered for by people who are not Op Shop volunteers.*
Seconded by Marion Jamison. Carried.

At the meeting held on 1st May 2025

9. Harold Luxton moved *that the minutes of the meeting held on Thursday 6th March be accepted.* Seconded Alison Caporn. Carried

10. Tine Adams moved *that the correspondence inwards be received and the correspondence outward be endorsed.* Seconded by Alison Kershaw. Carried.

11. Bev Dixon moved *that Parish Council accepts the financial position as outlined in the financial report.* Seconded by Jan Hill. Carried.

12. Tine Adams moved *that Parish Council verifies the payments made as outlined in the financial report.* Seconded by Sarah Garland. Carried.

13. Alison Kershaw moved *that Parish Council agree to the accumulated Fund use plan as outlined by Harold Luxton.* Seconded by Alison Caporn. Carried.

14. Tine Adams moved *that the Emergency Relief Program through the Diocese and Lotteries West be continued in its current form- ie feedback numbers only without further details of recipients.* Seconded by Sarah Garland. Carried.

15. Harold Luxton moved *that he will write to the Diocesan Trustees that the St Leonard's Seating Fund will be established, and that we will call for donations, and request that no assessment will be paid on this.* Seconded by Sarah Garland. Carried.

16. Jan Hill moved *that \$2000 be given via ARDFA to support Queensland flood Victims.* Seconded by Alison Kershaw. Carried.

17. Harold Luxton moved *that up to \$500 be made available to donate to Denmark High School to assist needy students to be able to take part in a school trip to Canberra.* Seconded by Sarah Garland. Carried.

18. Sue Lodge-Calvert moved *that up to \$300 be offered to and administered by the Diocese to assist someone who would otherwise be unable to attend, to attend the lay retreat in August 2025.* Seconded by Bev Dixon. Carried.

Out of Session motions

By email 15th May 2025

19. Harold Luxton moved *that the estimate from Wyadup Electrics (Richard Williams) for strip heaters in St George's Church and kitchen be accepted and that we proceed with the work".* Seconded by Tine Adams. Carried.

By email 2nd June 2025

20. Alison Kershaw moved *that Parish Council accept quote P 1224 rev1 (19.25.25) from Frenchman Bay Woodworks for the provision of blackbutt seating for St Leonard's at a total cost of \$164,995 and the payment of 25% upon placement of the order.* Seconded by the St Leonard's Seating Sub-Committee. Carried.

By email 4th June 2025

21. Harold Luxton moved *that the Parish increases the Term Investment by \$20,000 on maturity.* Seconded by Tine Adams. Carried

At the meeting held on 26th June 2025

22. Alison Kershaw moved *that the minutes of the meeting held on 1st May 2025 be accepted.* Seconded by Bev Dixon and carried unanimously.

23. Harold Luxton moved *that the correspondence inwards be received and the correspondence outward be endorsed.* Seconded by Tine Adams. Carried.

24. Harold Luxton moved

- that Parish Council notes the new revised budget estimate for the remainder of the year
- that Parish Council agrees to ask Ray White to lease the Rectory for another six months at \$480 per week
- That Parish Council verifies the payments which have been made since the last Parish Council meeting, totalling \$67,804.14.

Seconded by Tine Adams. Carried.

25. Tine Adams moved that

- \$500 be donated to Denmark High School for its Emergency Fund for needy students
- \$300 for each of the next two terms be donated to Denmark Primary School for its Breakfast Club
- \$500 be donated to Anglicare WA
- \$500 to the Mission to Seafarers Albany
- \$500 to the Mission to Seafarers Bunbury, both in recognition of Sea Sunday in July

Seconded by Tom Sheard. Carried.

At the meeting held on 7th August 2025

26. Harold Luxton moved that the minutes of the meeting held on 26th June 2025 be accepted.

Seconded by Alison Kershaw and carried unanimously.

27. Tine Adams moved that the correspondence inwards be received and the correspondence outward be endorsed. Seconded by Jan Hill. Carried.

28. Harold Luxton moved that Parish Council accept the Treasurer's Report and that the list of payments be verified. Seconded by Tine Adams. Carried.

29. Tine Adams moved that Parish Council ask Tom Sheard to get a quote for a termite inspection of the three buildings in Denmark and two in Walpole. Seconded by Harold Luxton. Carried.

30. Tine Adams moved that a water filter kit is to be purchased and installed in the kitchen.

Seconded by Harold Luxton. Carried.

31. Jan Hill moved

- that \$700 be given to Bush Church Aid
- that \$700 be given to Medicins sans Frontiers
- that \$700 be given to ABM specifically for The Martyrs Gift, commemorating the twelve Anglican Martyrs who lost their lives during the Japanese invasion of New Guinea in 1942 and 1943
- that \$160 be donated to allow someone unable to afford the fees to go to the Lay Retreat

Seconded by Alison Caporn. Carried.

32. Harold Luxton therefore moved that, with regard to the church's EFTPOS account with Westpac, the following nominee members, Christopher Richard Prickett, Alison Kershaw and Judith Ross be removed from the account and that the following new nominee members, Harold WS Luxton (Treasurer) and Tine Adams (Warden) be added to the account. I confirm that Harold WS Luxton and Tine Adams are already signatories to this account.

Seconded by Alison Caporn. Carried.

33. Tine Adams moved that we support the use of St Leonard's Church as a venue for "The Quiet Space" to be run on selected Saturday afternoons. Seconded by Jan Hill. Carried.

34. Harold Luxton moved that the minutes of the meeting held on 7th August 2025 be accepted.

Seconded by Tine Adams and carried unanimously.

35. Alison Caporn moved *that the correspondence inwards be received and the correspondence outward be endorsed*. Seconded by Jan Hill. Carried.

36. Harold Luxton moved *that Parish Council accept and note the Treasurer's Report and that the list of payments be verified*. Seconded by Sarah Garland. Carried.

37. Jan Hill moved

- *that \$1000 be given to the Bunbury Diocese Foundation for Ministry Fund*
- *that \$1000 be given to the Melanoma Institute for Research*
- *That \$300 be given to Denmark Primary School for their breakfast program*

Seconded by Alison Caporn. Carried.

38. Tom Sheard moved *that the reports be accepted*. Seconded by Sarah Garland. Carried.

Out of Session Motions

By email 5th October 2025

39. Tine Adams moved *that the Parish purchase the Roland digital piano/organ LX6DR from Australian Piano Warehouse in Perth at a cost of \$6499 + \$220 freight and that the Parish secure this purchase by paying a deposit of 10% ASAP*.

Seconded by Marion Jamison. Carried.

At the meeting held on 6th November 2025

40. Harold Luxton moved *that the minutes of the meeting held on 18th September 2025 be accepted*.

Seconded by Alison Caporn and carried unanimously.

41. Tom Sheard moved *that the correspondence inwards be received and the correspondence outward be endorsed*. Seconded by Jan Hill. Carried.

42. Harold Luxton moved *that Parish Council verify the list of payments (vouchers 5778 - 5808)*. Seconded by Alison Caporn. Carried.

43. Harold Luxton moved *that Parish Council accept and note the Treasurer's Report*. Seconded by Alison Kershaw. Carried.

44. Harold Luxton moved *that the Parish makes an ex gratia payment to Tom to compensate for the loss of his tools*. Seconded by Marion Jamison. Carried.

45. Jan Hill moved *that \$1500 be given to ARDFA to cover half the cost of providing a water tank to Vanuatu, and that, locally, \$500 be given to St Bart's to be used as required*. Seconded by Sarah Garland. Carried.

At the meeting held on 8th December 2025

46. Alison Kershaw moved *that the minutes of the meeting held on the 6th November 2025 be accepted as a true and correct record*. Seconded Harold Luxton. Carried.

47. Tine Adams moved *that the correspondence inwards be received and the correspondence outwards be endorsed*. Seconded by Tom Sheard. Carried.

48. Harold Luxton moved that the budget as presented in Appendix 1 be approved, subject to variation in the Diocesan assessment. Seconded by Alison Kershaw. Carried.
49. Harold Luxton moved that we roll over the entire term deposit, add \$20,000 from the Cash Management account and invest this for 3 months. Seconded by Jan Hill. Carried.
50. Harold Luxton moved that Parish Council verifies the accounts listed and paid in November. Seconded by Tom Sheard. Carried.
51. Harold Luxton moved that his report be received. Seconded by Alison Kershaw. Carried.
52. Harold Luxton moved that the church pay 50% of the cost of First Aid training, or the full cost if requested. Seconded by Sarah Garland. Carried.
53. Jan Hill moved that the Parish donate \$1000 to Anglicare, specifically to the Housing Support Team in Albany, and \$600 to the Ministry Support Fund. Seconded by Tine Adams. Carried.
54. Rev Sue moved that she explore with IGA as to whether the Parish can buy \$25 vouchers to the value of \$500 to give to those in need and be given pre-approval to buy them if possible. Seconded by Sarah Garland. Carried.
55. Alison Kershaw moved that Parish Council contacts the Parochial Nominations Board and requests that the word negotiable is added both to the advertisement and to the link on the website. Seconded by Tine Adams. Carried.

At the meeting held on 8th January 2026

56. Alison Caporn moved that the minutes of the meeting held on 4th December 2025 be accepted as a true and correct record. Seconded by Bev Dixon. Carried.
57. Tom Sheard moved that the correspondence inwards be received and the correspondence outwards be endorsed. Seconded by Bev Dixon. Carried.
58. Tine Adams moved that the Unaudited Statement of Financial Position at 31 December 2025 on page 1; and the Unaudited Statement of Income and Expenditure for 12 months to 31 December 2025 on pages 2 and 3, showing continued extensive reliance on the Mustard Seed Op Shop Revenue, a 16% drop in Offertory and 30% increase in Diocesan Assessment and other increased costs are noted. Seconded by Alison Caporn. Carried.
59. Tine Adams moved that the 2026 Budget, summarised on pages 2 to 5, is endorsed and submitted to the Annual Meeting of Parishioners for approval. Seconded by Alison Caporn. Carried.
60. Marion Jamison moved that the payments, transactions 3380 and 3446 and 5830 to 5856, listed on the following pages 15 to 17, and totalling \$13,901.33 are verified. Seconded by Alison Caporn. Carried.
61. Tine Adams moved that Parish Council approves an event to say thank you to the Mustard Seed volunteers for their superb efforts and that Bev Sheard is asked to coordinate this event. Seconded by Bev Dixon. Carried.
62. Jan Hill moved that the reports be accepted. Seconded by Bev Dixon. Carried.

63. Bev Dixon moved *that we investigate the possibility of a Structural Engineer examining the building*. Seconded by Tom Sheard. Carried.

64. Tine Adams moved *that Parish Council has considered the document "Being Together" and is of the view that it is not relevant to the Mustard Seed Op Shop*". Seconded by Bev Dixon. Carried.

At the meeting held on 12th February 2026

65. Bev Dixon moved *that the minutes of the meeting held on 8th January 2026 be accepted as a true and correct record*. Seconded by Tine Adams. Carried unanimously.

66. Alison Caporn moved *that the correspondence inwards be received and the correspondence outwards be endorsed*. Seconded by Sarah Garland. Carried.

67. Harold Luxton moved *that the Anglican Community Fund Term Investment Account of \$350,354 plus interest be rolled over for another three months upon maturity on 5th March 2026*. Seconded by Jan Hill. Carried.

68. Harold Luxton moved *that the accounts paid on the attached list - Vouchers 3511 and 5857 to 5884 - totalling \$18,160.80 are verified for payment*. Seconded by Tom Sheard. Carried.

69. Harold Luxton moved *that the Faculty for a new curtain to be bought for St George's is sent to the Registrar*. Seconded by Sarah Garland. Carried.

70. Jan Hill moved *that \$900 be given to Anglicare for the Albany Homeless Project and that \$900 be given to BlazeAid*. Seconded by Sarah Garland. Carried.

71. Tine Adams moved *that Bev Sheard undertakes training to be the Safe Church Contact Person and takes over that role from Sally Prickett*. Seconded by Alison Caporn. Carried.

72. Tine Adams moved *that we ask the approval of the Bishop to waive the exclusion of someone being nominated for Parish Council if they are receiving an emolument. We request this for Alison Kershaw, on the basis that during the interregnum we need continuity and need Alison to run services*. Seconded by Sarah Garland. Carried.

73. Tine Adams also moved *that we request the Bishop to appoint Alison Kershaw and Marion Jamison as his appointments to Parish Council*. Seconded by Tom Sheard. Carried.

74. Tine Adams moved *that Alison Kershaw be paid for all liturgical services at the Diocesan supply rate until a permanent Priest in charge is appointed*. Seconded by Alison Caporn. Carried.

