

CHURCHWARDENS REPORT

It has been a busy and challenging year for the Wardens, however we are happy to report some significant achievements:

- In the absence of a Treasurer, the Wardens and Vicar have carried out the essential financial functions (Brendan managed the banking, Meagan made bill payments, and Fr Michael prepared the cash book). Several volunteers have been delegated to complete the counting of all incoming funds prior to banking. This has supported the diocese to complete book-keeping on a monthly basis.
- Over the 12-month period, we have rectified all outstanding arrears payments which had built up, and have managed cash flow to the extent that all bills are now up to date.
- With the Parish Council, we have been able to prepare a balanced budget for 2023-2024, which includes an additional staff member (Fr Fan). We do note that this budget is subject to land tax figures for the properties, and the tax figures remain unknown at this stage.
- We have improved financial arrangements including ensuring that proper counting governance is in place for all incoming funds on a weekly basis, transferring payments for the organist onto the diocesan payroll system, and introducing Eftpos at the Op Shop which has contributed to a rise in takings.
- Longtime parishioner, Peter Dwyer, left a bequest to support a continuing Anglican presence, mission, and service in the area. We have established an investment account with the intent to maintain the principal funds, while allowing access to interest payments annually for key parish maintenance and mission goals. Any remaining interest payments can be reinvested to ensure the continuation of a strong financial base for the parish into the future.
- Following a successful period of private rental, we have given notice to the tenants of the St George's vicarage to allow for the transition to rental through St Mark's parish for their new priest.
- We have managed key maintenance including providing a new air conditioner for the property leased to Happy Hubbub, a new perimeter fence between All Saints' and the Happy Hubbub / Inspire properties, arranging for the installation of a new public address system at All Saints, approving the repair and upgrade of the All Saints' security camera system, and engaging regular grounds maintenance / gardening for the All Saints' property. The St George's garden continues to be maintained by the Cook Island congregation as part of their licence agreement with the parish.
- We have entered into formal licence agreements with all third parties who use our halls and churches.
- The Wardens have responded to recommendations from the Diocesan Review of the Parish. Please refer to the attached list of prioritised recommendations and indications of our progress to date.

It is acknowledged that the parish has operated this year with new Wardens, with a new Parish Council, and without a Treasurer or a Secretary. The parish would benefit from the involvement of a greater number of skilled and energetic office holders who are able to lead work towards key priorities.

The Wardens would like to thank Fr Michael, Fr Fan, the Parish Council, all volunteers including the counters, and all members of the Parish for their hard work and support.

***Brendan Stott, Meagan Street
Churchwardens***

CHURCHWARDENS PROPERTY REPORT

The Wardens have completed their annual property inspection of the All Saints' and St George's churches and halls. The buildings are in generally good condition; however we have identified a number of required actions to ensure we meet Work Health and Safety requirements and general maintenance. We have prioritised these actions and commenced addressing some of the immediate items.

Please see attached the lists of prioritised actions for each property. These form To Do lists for the incoming Wardens and Parish Council to address in 2024. The incoming Wardens should also inspect the three vicarages to identify similar actions for those properties.

Please note re the St George's vicarage: a list of required maintenance actions has been provided by the real estate agents currently managing this property. These should be completed once the current tenants have vacated, and prior to the St Mark's priest moving into the vicarage in early 2024.

Meagan Street, Brendan Stott
Churchwardens

CHURCHWARDENS - PROPERTY MAINTENANCE IDENTIFIED

Warden's Inspection @ 13/08/2023 - ALL SAINTS

WH&S ACTIONS – ALL SAINTS	PRIORITY
Immediate: quick wins	
<ul style="list-style-type: none">Floodlight on northern church wall not working	
<ul style="list-style-type: none">Dining Area: Replace plaster and ensure electrical safety under the kitchen hatch	
<ul style="list-style-type: none">Left food service fridge is leaking	
<ul style="list-style-type: none">Dispose of wooden ladders in storage area	
<ul style="list-style-type: none">Sacristy exterior: Remove ladder (potential trip hazard), may have been moved beside the bus	
<ul style="list-style-type: none">Mens toilets: Tin lid, polisher, and ladder to be removed (potential trip hazards)	
<ul style="list-style-type: none">South lawn / carpark: Remove loose bricks	
Actions in priority order	
<ul style="list-style-type: none">Replace exit signs throughout church and all rooms to meet standard	1
<ul style="list-style-type: none">Designate new fire evacuation point in garden facing High St	2
<ul style="list-style-type: none">Redraft all fire orders and signage	3
<ul style="list-style-type: none">Office: Ensure electrical / trip safety as reliant on extension cord	4
<ul style="list-style-type: none">Outer office & Kids' Church area: Cover / stick down wifi cord	5

• Outer office and Kids' Church area: Roof leaking – speak with Jaimie re the air vent	6
• East side external corridor: place warning strips on the path until concrete can be replaced	7
• Hall “carpet strip” between lino and wooden areas is lifting (potential trip hazard)	8
• Old verandah area: floor slopes, lino is lifting (potential trip hazards)	9
• Dining area Heater: repair or replace bottom cover	10
• Consider safety strips on vestry stairs	11
• Replace carpet throughout vestry and stairs into sanctuary: carpet is lifting (potential trip hazard)	12
• Sanctuary Carpet – add edging strip to reduce tripping risk	13
• Nave: Replace doormat at south door behind organ (potential trip hazard)	14
• East side external corridor: Concrete is uneven and should be replaced (potential trip hazard)	15
• Elm tree with elm beetle	16
• Path uneven due to elm tree roots (potential trip hazard) – immediate: fix floodlight, then consider a warning sign	17
• North porch: Inner ceiling damaged	18
• East side Carpark: replace uneven bitumen near gate and remove moss from parking area to minimise risk of slips	19
• South lawn / carpark: Replace wooden side fence	20
• South lawn / carpark: Replace concrete (trip hazard)	21
• Block pulpit stairs (potential trip hazard)	22
• Memorial garden: Pebblemix paving is uneven (potential trip hazard)	23
Completed actions	
• Memorial Garden: Ensure gate is NOT locked as this would block emergency exit from the dining area	

MAINTENANCE ACTIONS – ALL SAINTS	PRIORITY
Immediate: quick wins	
• Office: Replace lighting with LED globes	
• Dining area: Wall clock not working	
• Mens toilets: Clean facilities	
Actions in priority order	
• North garden: Gutters to be maintained	1
• Sacristy exterior: Replace guttering	2
• Replace guttering on east wall of the sanctuary	3
• Nave: Replace 3 small spotlights (nave row 1)	4
• Sanctuary: Replace roof floodlight northside	5
• Mens toilets: Replace lighting	6
• Kitchen: Oven needs to be lit manually – repair	7
• Corridors near toilets: Replace skylight near ladies toilet	8
• Replace heating in the church	9
• Office: Replace heating with safe, effective option	10
• Outer office and Kids' Church area: Replace heating	11
• Outer office and Kids' Church area: Replace carpet (insurance claim)	12
• Office: Replace carpet	13
• North garden: Sprinkler system maintenance	14
• North garden: Brickwork edging maintenance	15
• Memorial garden: Gate drain to be cleaned	16
• Memorial garden: Trim bushes outside the gate	17
• Memorial garden: Right pillar coming away from the wall	18
• Corridors near toilets: Replace / repair cleaners cupboard	19
• Ladies toilets: Replace broken tile near the sink	20
• North garden: Placement of posts to stop parking on grassed areas	21
• Repaint throughout the church, hall, and other rooms	22
• South lawn / carpark: Recover with gravel roadbase	23
• Kitchen to be upgraded in future to meet needs	24
• Old verandah area: repair / rehang door to Murray Road and ensure this can be easily locked / unlocked, remove silicon strip on floor which blocks full opening	25
• Nave: Remove cords from old audio system beside right pews (front and back)	26
• Kitchen: Ceiling plasterboard cracked over microwave	27
• Hall: Storage door is chipped	28

Warden's Inspection @ 20/8/23 - ST GEORGE'S RESERVOIR

WH&S ACTIONS – St George's	PRIORITY
Immediately – quick wins	
• Nave: Remove broken pew (back)	
• Disabled toilet: replace fluorescent globe	
Actions in priority order	
• Replace exit signs throughout church and some rooms to meet standard	1
• Redraft all fire orders and signage	2
• North exit outside: Maintain this area to ensure safe egress (fire exit), remove wooden ladder, check as this exit appears to go through the vicarage garden (vicarage rented privately)	3
• Nave: Place safety strips to minimise trip hazards: near organ floor cavity, on wiring near the south wall and under southern pews, near font floor cavity	4
• Sanctuary: Place safety strip behind pulpit to minimise trip hazard	5
• Hall: Place safety strip near northside exit door	6
• Safety strips for concrete car barriers (6)	7
• Corridor outside nave: Replace mat for external door nearest the op shop (potential trip hazard)	8
• West garden: Palm tree to be removed (lifting path)	9
• Car park: Check lighting in entry ramp to corridor – is this working? Where is the light switch?	10
• Nave: Remove shelving on south wall and move audio equipment close to electrical sockets (minimise cords required)	11
• Op Shop: Regularly check space is clear, avoiding trip hazards	12
Completed actions	
• Safety inspection of bell – reported to diocese as required	Completed
• Install sensor light outside the op shop	Completed 22/9/23

MAINTENANCE ACTIONS – St George's	PRIORITY
Immediate: quick wins	
<ul style="list-style-type: none"> Hall cupboard: Tidy area to provide storage space for the Islamic group renting the hall 	
Actions in priority order	
<ul style="list-style-type: none"> Kitchen: Replace tap for left sink (dripping / no hot water) 	1
<ul style="list-style-type: none"> Check bolts and stability of all external doors (they rattle / appear not to be well fitted) 	2
<ul style="list-style-type: none"> Kitchen: Check / repair mechanism for automatic hot water (kettle in use) 	3
<ul style="list-style-type: none"> Gutters to be maintained 	4
<ul style="list-style-type: none"> Replace paving at front church door 	5
<ul style="list-style-type: none"> Corridor outside nave (south): Fix crack in ceiling over the crucifix 	6
<ul style="list-style-type: none"> Repaint throughout the church, hall, and other rooms 	7
<ul style="list-style-type: none"> Fix / replace heater on north wall 	8
<ul style="list-style-type: none"> Roof to be maintained under the cross (tower) 	9
<ul style="list-style-type: none"> Op Shop: Replace the mat 	10
<ul style="list-style-type: none"> Sanctuary: Replace 3 globes 	11
<ul style="list-style-type: none"> Check spotlights on roof cross 	11
<ul style="list-style-type: none"> Corridor outside nave (south): Replace 2 light globes 	11
<ul style="list-style-type: none"> Office: Replace 1 globe near window 	11
<ul style="list-style-type: none"> Office: Currently primarily used for storage: clear out before using as an office 	11
<ul style="list-style-type: none"> Corridor: Confirm how to turn on the wall lights outside vestry 	11
<ul style="list-style-type: none"> Women's toilet: repair fan 	11
<ul style="list-style-type: none"> Men's toilet: repair fan and the light switch by the mirror 	11
<ul style="list-style-type: none"> Kitchen: Replace 2 light globes over the bench 	11
<ul style="list-style-type: none"> Hall: Replace 9 light globes 	11
<ul style="list-style-type: none"> Hall cupboard: Move the light switch for easy access 	11