

All Saints, Hérault

The English Church at Saint Pargoire

Minutes of the Annual Meeting held at L'Eglise Protestante Unie, St Pargoire, at 12 noon on Sunday 14 February 2016

The Reverend Roger Smith opened the meeting with prayer.

Members whose names were on the current electoral roll completed the “sign-in” sheet (attached) and the meeting was declared quorate.

The Chairman of the Chaplaincy Council, Revd Roger Smith, was appointed as Chairman to the meeting. The Minutes Secretary to the Council, Delia Smith, was appointed as Minutes Secretary to the meeting.

- 1 **Minutes of last Annual Meeting** The minutes of the meeting held on 22 February 2015 were approved and signed by the chairman as a correct record.
- 2 **Appointment of Presiding Officer** The meeting approved Francis Bigot as Presiding Officer.
- 3 **Election of two Churchwardens** Patricia Bigot and Nigel Summersall had been validly nominated. In the absence of further nominations, the Chairman declared them elected, with thanks from the congregation for all their work.
- 4 **Election of two Chaplaincy Council members** Rosalyn Heley and Barbara Marsh had been validly nominated. In the absence of further nominations, they were declared elected, for a term of three years.
- 5 **Composition of the Council** The Chairman said that Revd Richard Acworth, although recovered from his accident, would not be returning to live locally and would no longer be a member of the chaplaincy team. The Council for 2016, therefore, comprised:
Revd Roger Smith, ex officio
Patricia Bigot and Nigel Summersall, churchwardens, ex-officio
Julie Johnson and Delia Smith, Synod Representatives, ex-officio
Ros Heley, Sally John, Alison Kane, Barbara Marsh, Christine Marshall and Jenny Morgan, elected lay members.
- 6 **Appointment of Auditor** John Holmes was willing to continue and it was agreed to renew his appointment. Proposed Nigel Summersall, seconded Barry Marsh.
- 7 **Electoral Roll** The Electoral Roll Officer reported that the number on roll was 66.
- 8 **Annual Report and Financial Statements of the Chaplaincy Council** The report and accounts had been made available prior to the meeting and were accepted. Proposed Andy Marshall, seconded Julie Johnson. Bobbie Trickett asked that her thanks to Christine and Andy Marshall be noted for donating greetings cards, the sale of which increased the sum raised for Help for South Africa's Children.
- 9 **Safeguarding** Jenny Morgan, Chaplaincy Safeguarding Officer, explained to the meeting that all chaplaincy members have a duty to provide a safe and secure environment for everyone. She explained that safeguarding covers children, young adults and vulnerable adults and, giving examples, that the main groups of abuse cover a wide range of circumstances. Jenny made it clear that anyone concerned that abuse was taking place had a duty to report it, to herself, the priest-in-charge or via the special diocesan telephone number.

She said more information was given on a safeguarding poster displayed on the Temple door, along with contact email addresses and telephone numbers. Roger Smith thanked Jenny and stressed the importance of taking the issue of safeguarding very seriously.

- 10 **Discharge of liability** Andy Marshall proposed and Barry Marsh seconded that the outgoing council be discharged from financial or civil liability for their conduct of chaplaincy affairs during 2015. This was agreed.
- 11 **Priest-in-Charge's Report** The Revd Roger Smith's report had been made available prior to the meeting and was accepted.
- 12 **Discussion of Annual Report and Accounts**
 - 12.1 **Revd Richard Acworth** Roger Smith reported that, as Richard would not be returning to the area, other than for visits, his photograph and details had been removed from the front page of the chaplaincy's website. Roger said how much he missed Richard and his encyclopaedic knowledge. He had asked Carol Acworth for suggestions for a thank you gift for Richard and also if they might be visiting in order that this could be presented by the whole congregation.

Patricia Bigot said that Richard liked small items of silver. This was confirmed by Roger Armson, who also suggested that Richard might appreciate, as a memento, a copy of the chaplaincy's BCP or Evensong Order of Service signed by all members of the congregation.

Roger Armson read out a piece he had written as a thanks and tribute to Richard to be published on the website. This was approved.
 - 12.2 **Planned Giving** Nigel Summersall said that the six or seven members of the planned giving scheme contributed a disproportionate amount to the overall chaplaincy income and encouraged others to join so that their giving could be similarly leveraged. He explained again the schemes (sterling and euro) and answered questions.
 - 12.3 **Succession Planning** Roger Smith reminded the meeting that his licence will expire when he is 70, in 2018. He would try to check with the diocese what his options could then be but said he would not wish to continue to work as priest-in-charge indefinitely and that chaplaincy members might wish to begin to plan for a time when they would need to seek another priest-in-charge. It was also pointed out that use of the Temple indefinitely for a relatively modest sum should not be assumed. Roger Armson proposed, Trish Armson seconded and it was agreed that the chaplaincy council consider appointing a group to look further into this, including what happens in other chaplaincies.
 - 12.4 **Servers** Roger Smith said he would like a server to help at Communion Services but, as it would change slightly the nature of the service, he would like to know how the congregation felt about this. He anticipated that this role would be "low key" and undertaken by one of the Eucharistic Assistants on the rota for the day. No objections were raised.
 - 12.5 **E-mails** Patricia Bigot asked if she sent too many e-mails about chaplaincy business and events. The answer was "no".
 - 12.6 **Reader Training** Julie Johnson thanked all chaplaincy members for the support they were giving her, financial and moral, as she progressed through her course.
 - 12.7 Bobbie Trickett, on behalf of the congregation, thanked **Roger Smith** for his work as **priest-in-charge**.

The meeting closed at 12.37 pm with all saying the grace together.

