

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 25 March 2018

The Reverend Roger Smith opened the meeting with prayer.

Members whose names were on the electoral roll completed the “sign-in” sheet (attached). The meeting was 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 **Appointment of Presiding Officer** The meeting approved Francis Bigot as Presiding Officer, proposed from the chair.
- 2 **Minutes of last Annual Meeting** The minutes of the meeting held on 12 March 2017 were approved by acclamation and signed by the chairman as a correct record.
- 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 for all their work.
- 4 **Election of two Chaplaincy Council members** The chairman explained that there were six lay members of the council, two of whom retired each year to form an annual rotation. Alison Kane and Christine Marshall had come to the end of their term and did not wish to stand for re-election. The chairman thanked them both for all they had done as council members. Eleanor Grant and Sue Jones had been validly nominated as council members and, in the absence of further nominations, they were declared elected.
- 5 **Annual Report and Accounts 2017** The report and accounts had been made available prior to the meeting and were accepted. Proposed Graham Gardner, seconded Dave Mickleborough.
- 6 **Appointment of Auditor** John Holmes was willing to continue and it was agreed to renew his appointment. Proposed Nigel Summersall, seconded Julie Johnson.
- 7 **Discharge of liability** Graham Gardner proposed and Julie Johnson seconded that the outgoing council be discharged from financial and/or civil liability for their conduct of chaplaincy affairs during 2017. This was agreed.
- 8 **Priest-in-Charge's Report** The Revd Roger Smith's read his report, which had been circulated prior to the meeting. This was accepted. Roger said the report had also been sent to the Archdeaconry for publication on their website.
- 9 **Discussion**
 - 9.1 **Finances** In answer to a question about succession planning, it was explained that the council was designating as much income as possible to a fund which could eventually be needed to provide financial support to a future priest. The chairman also said the council had committed to giving 10% of annual income to charity, in addition to restricted funds raised for charity, notably in Lent and at Harvest. Fund accounting, ie dividing monies into General, Designated and Restricted Funds for clarity of management and understanding, was

explained briefly.

- 9.2 **Safeguarding** Julie Johnson asked the chairman to talk about Safeguarding. He reminded the meeting that Jenny Morgan was the Safeguarding Officer, that information was posted on the chaplaincy website, on a notice on the door of the Temple and on the notices for each service. The chairman said he and the council took safeguarding very seriously and were fully compliant with Church of England requirements.

The chairman also outlined the emergency contact scheme which had recently been explained to all on the mailing list and was publicised on the website.

- 9.3 **Next Chaplaincy Council Meeting - 16 May.**

The meeting closed at 12.25 pm with all saying the grace together.