

**Minutes of Meeting**  
**Anglican Chaplaincy of Midi Pyrenées & Aude**  
**December 6, 2022 via Zoom**

**Attendees:** Gill Heyworth, Tricia Lauanders, Malcolm Rigley (Lay Chair), Ross Jenkins (Treasurer), Celia Scott, Samantha Silverthorn, Ginny Jenkins, Margaret Snow, David Phillips, Gavin Porter, Jerry Silverthorn, Bob Humphrey, Clive Billenness, Linda Billenness, Heidi Worswick, Georgina Hodgson (Secretary)

**Apologies:** Pete Burd, Kevin Megarry, Sheri Arjangi, Peter Hooper

### **1. Opening Prayer and Welcome**

The meeting started at 7.15 pm and in Peter's absence Georgina welcomed everyone and said a prayer.

### **2. Attendance & Apologies**

As above.

### **3. Minutes of the last Meeting on October 27, 2022 and matters arising**

- Malcolm raised a point of order that all comments be made through the Chair.
- He then informed the Council that he had raised a question with Peter about the presence of PTO clergy at the Chaplaincy meetings and why a minister had been asked to leave the last meeting. David said the Chaplaincy Council has the power to co-opt ministers with PTO as outlined in the NEW CHAPLAINCY SCHEME.
- No more matters arising from the minutes, Gill proposed they be approved, Tricia seconded and the minutes were approved with one abstention.

**Action:** Minutes approved

### **4. Association Business**

#### **A. Bureau Update**

The members of the Bureau currently are:

- Peter Hooper as President
- Ross Jenkins as Treasurer
- John Baylis as Secretary

John Bayliss resigned his post effective October 2022 and Georgina Hodgson was elected Secretary at the Chaplaincy Council meeting on October 27, 2022.

**Action:** Georgina Hodgson's appointment by the association as its Secretary is pending and requires action by Peter as the association President. The matter is referred to the association.

## **B. Registered Address**

The Chaplaincy's association's registered address needs to be changed. Georgina has investigated and reports that *Maison des Associations* in Cahors can provide an address for Associations under 1901/05 legislation. Annual fee €83 and documents to be provided: Statutes and List of the members of the Bureau.

## **C. Approval for obtaining Chaplaincy Credit Card**

- Concern was raised that having a Credit Card would mean that the Chaplaincy is borrowing money which it is not allowed to do.
- It has been pointed out that credit cards in France are in fact debit cards so that the point about borrowing is not substantiated.
- The matter has been put to a vote to determine that the Chaplaincy Council has no objections to obtain such a card. Clive requested that his vote be recorded. Subsequently all Council members present asked for their vote to be recorded on this item. The Chair agreed.

### **For:**

Gill Heyworth, Tricia Launder, Malcolm Rigley, Georgina Hodgson, Ross Jenkins, Celia Scott, Samantha Silverthorn, Ginny Jenkins, Margaret Snow, David Phillips, Gavin Porter, Jerry Silverthorn, Bob Humphrey **(13)**

**Against:** Clive Billenness, Linda Billenness, Heidi Worswick **(3)**

**Abstentions:** None

**Action:** The Council supports the Treasurer and Finance sub-committee undertake the necessary steps towards obtaining such a card.

## **5. Follow-up from the ACM**

### **A. French versions of 2020 & 2021 accounts, requirement for independent Examination**

- Chair moved that this subject be deferred until Peter as President of the association could be present.
- David made Council aware there was no reason to have the 2020 accounts discussed again, a matter which has been dealt with. The Treasurer and the Finance Committee/ Working Group have been into all this, and certainly agree that no further examination is needed as all necessary steps have been taken. David feels it best for the Finance Committee to be left to complete the filing of the accounts at the Prefecture, which should be quite simple.

**Action:** Item noted and deferred to president of the association for action.

### **B. Motion for single transferable voting system**

Malcolm's notes on the ballot process had been circulated to the Chaplaincy Council prior to the meeting.

Discussion followed on the subject whether the Returning Officer for postal ballots could be a PTO minister since clergy cannot vote. Clive stated the Council should follow Church of England General Synod rules currently in force.

**Action:** Council to write to Archdeaconry and Diocese for confirmation of the correct rules to be followed and report back to the next meeting.

### **C. Other Items**

No further items were presented since Peter was absent from the meeting.

## **6. Other items of requested business**

### **A. Living in Love and Faith**

Clive informed the Council that this subject will come before the General Synod in 2023 and that in the meantime there needs to be discussion and listening by General Synod members about this very important issue.

**Action:** The submission was received by Council and will be carried forward to the next meeting for Clive to update Council on developments.

### **B. Publication of records of meetings of Working Groups**

From the ensuing discussion it became clear that a wide range of opinion and understanding regarding the confidentiality of the Working Groups considerations existed amongst individuals who had been engaged within them. Clive feels that the records should be made available to the Chaplaincy Council.

**Action:** The Chair decided to carry the matter forward to the next meeting so that Peter, the only person to have been involved across all Working Groups and having been the architect of the process can give direction.

## **7. Finance Sub-committee**

Documents were circulated to the members of the Chaplaincy Council on November 21. The Finance Sub-committee was formed in accordance with the 2022 Scheme and Code of best practice.

### **A. Terms of reference**

**Action:** These were unanimously approved.

### **B. Confirmation of membership**

**Action:** The membership consisting of Ross Jenkins, Nick Byrne, Jerry Silverthorn, Anita Phillips, Iain Pratt and Gavin Porter was unanimously approved.

The Treasurer requests the Vayrac Congregation to send a member to the Finance sub-committee when they feel confident to do so.

### **C. Minutes of Finance Meeting November 16, 2022**

These were circulated to the members of the Chaplaincy Council on November 21 and have been approved.

**Action:** Minutes and report were received.

### **D. Draft Budget 2023**

The Draft Budget was circulated to the Chaplaincy Council on November 21 to be put to vote for approval at this meeting. Georgina proposed, Tricia seconded. Result of the vote:

**For:**

Gill Heyworth, Tricia Launders, Malcolm Rigley, Georgina Hodgson, Celia Scott, Samantha Silverthorn, Ginny Jenkins, Margaret Snow, David Phillips, Gavin Porter, Jerry Silverthorn, Bob Humphrey **(12)**

**Against:** 0

**Abstained:** Clive Billenness, Linda Billenness, Heidi Worswick **(3)**

Ross as Treasurer recused himself from the vote.

**Action:** The Draft Budget 2023 was therefore approved.

### **E. Briefing document on charitable giving**

Ross decided to withdraw this document from consideration by the Council in order to redraft it and present it at a future meeting.

## **8. Communication Sub-committee - Documents circulated November 25**

The Communication Sub-committee was formed in accordance with the 2022 Scheme and Code of best practice.

### **A. Draft Terms of reference**

Gill thanked Ginny for her excellent work in putting the document together. Gill feels however that the document needs more work in order to set clear goals for the period until March 2023 and wishes to take it to the next meeting.

**Action:** Communication sub-committee to continue with ongoing review and report back to the Council.

## **B. Confirmation of Membership**

The membership consisting of Gill Heyworth, Celia Scott, Margaret Snow, Diane Ellis, Colin Ellis, Ginny Jenkins and Sam Silverthorn was unanimously approved and remit was given to the Communication sub-committee to invite other members.

**Action:** Sub-committee to continue with ongoing review and report back to the Council.

## **C. Minutes of meeting 16.11.2022**

These were circulated to the members of the Chaplaincy Council on November 25 and have been approved.

**Action:** Minutes and report were received.

## **9. Ministry Sub-committee**

The Ministry Sub-committee team has been meeting at regular intervals. The work on the Draft terms of reference is progressing but still needs more time. The Master Staff Rota is in progress and almost ready to be published. There is great enthusiasm in the Ministry team to provide homilies throughout the Chaplaincy.

**Action:** Report was received.

### **A. Confirmation of acceptance of Kate du Toit's ministry as Lay Reader to the Chaplaincy**

- **Proposed:** Malcolm
- **Seconded:** Georgina
- **Acceptance:** Unanimous

**Action:** Decision to support will be notified to the Archdeacon.

## **10. Proposal for a standing Committee**

The proposal written by Malcolm and circulated to the Chaplaincy Council with the Agenda is carried over to the next meeting.

Clive will provide details of the legislation on the subject in the meantime.

**Action:** No Standing Committee is in existence. Matter to be deferred to a future meeting following further consideration.

## **11. Any other business**

### **A. Update report on the data protection role**

Sam had prepared a Power Point document to present to the Council but we were unable to share the screen and therefore could not present it. Sam has agreed with Clive to record it. Sam is to make it available for viewing on Zoom.

Sam was unanimously appointed Acting Data protection Officer (DPO), Ginny proposing, Georgina seconding.

**Action:**

- Sam to record the presentation and make it available to Council members.
- Sam appointed as Acting Data Protection Officer with immediate effect.
- Council to review the appointment of Acting DPO at the meeting following members consideration of Sam's Data Protection Role presentation.

**B. Safeguarding**

Celia Scott had a short but vital message on Safeguarding: All of the Church council members need to complete the Basic Awareness online course. It can be found on the diocese in Europe website. Look under Safeguarding training. This course is mandatory for all church Council members. Safeguarding Officer need copies of your certificates at completion of the course.

**Action:**

- All Council members complete the online Basic Awareness Course **and** forward certificates to the SO.
- Progress on compliance to be reported by the Safeguarding Officer at each subsequent Council meeting.

**12. Date and time of the next meeting**

**Wednesday, January 25, 2023 at 7.30 by Zoom**

The meeting closed at 9.20 pm with Grace led by Malcolm.