

Minutes of Meeting
Anglican Chaplaincy of Midi Pyrenées & Aude
January 25, 2023 via Zoom

Attendees: Peter Hooper (President), Clive Billenness, Linda Billenness, Pete Burd, Gill Heyworth, Georgina Hodgson (Secretary), Bob Humphrey, Ginny Jenkins, Ross Jenkins (Treasurer), Patricia Launders, Kevin Megarry, David Phillips, Gavin Porter, Malcolm Rigley (Lay Chair), Celia Scott, Jerry Silverthorn, Samantha Silverthorn (17)

Apologies: Sheri Arjangi, Margaret Snow, Heidi Worswick (3)

1. Opening Prayer and Welcome

The meeting started at 7.05 pm when Peter welcomed everyone and said a prayer.

2. Attendance & Apologies

As above.

3. Minutes of the last Meeting on October 27, 2022

With one change to wording top of page 3 “Clive feels” to “Clive stated”.

Action: Minutes approved unanimously

4. Matters arising:

Samantha needing to leave the meeting early it was unanimously agreed that her report be brought forward on the Agenda:

4.3 Draft of the role and responsibilities of the Chaplaincy DPO

Samantha accepted the role of the Chaplaincy Data Protection Officer (DPO). Samantha will be operating under the French CNIL (Commission nationale de l'informatique et des libertés) regime here in France that incorporates GDPR rules.

Samantha had recorded an excellent and very detailed video presentation of the role of DPO which was circulated to the Council on January 23, 2023.

The Chair proposed to vote on Samantha’s appointment as Chaplaincy DPO, Clive seconded and the motion was carried unanimously.

Action:

- Samantha to work with the Communications subcommittee to review the data being held, where it is being held and how it is managed.
- Samantha to confirm her role as the Chaplaincy DPO in writing to CNIL.

4.1 Association Business

A. Bureau Update - Confirmation of Secretary, registered address

Confirmation of Secretary

Georgina replaces John Baylis as Secretary. The Bureau members now are:

1. Peter Hooper, President
2. Ross Jenkins, Treasurer
3. Georgina Hodgson, Secretary

Ross proposes that matter be put to vote, Gill seconds.

Proposal unanimously accepted.

Action: Georgina Hodgson's appointment to be notified to the *Sous-Préfecture de Muret* as soon as possible.

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 a legal address for Associations under 1901/05 legislation. Annual fee is €83 and documents to be provided: Statutes and List of the members of the Bureau.

Peter proposes the matter be put to vote, Ginny seconds.

Proposal unanimously accepted.

Action: Georgina and Ross to submit the documents required

B. Key legal changes to *Associations culturelles* 2023

Organisational (GTH)

The regime of separation between the state and religions was established by the legislation of 1905 by organising the religions into Religious Associations - *Associations culturelles*. While these still conform to legislation of July 1, 1901 additional obligations were added in 1905.

Governance and operational obligations of these associations were enhanced by legislation of 24 August 2021 called "Loi Séparatisme". Therefore as Association Culturelle we need to:

- State clearly that the purpose of the Association is exclusively that of religious worship.
- Have a minimum of seven members living within the area of the Association as determined in the statutes.
- The statutes to provide for one or more governing bodies being able to take the most important decisions:

- coopting new members
- modifying statutes
- recruiting ministers
- Every 5 years renew the declaration as religious organisation to the departmental Prefect who has the right of refusal.
- Provide a list of places of public worship
- Provide a list of all members of the governing bodies ie: The Chaplaincy Council and the Bureau of Administration.

Administrative (PH)

Statutes for all Anglican Chaplaincies in France are to be renewed based on one model for all. These are expected to be completed in February of this year. Any specific legal issues will be passed upwards to the Archdeaconry. Not only the statutes will be generic for the whole of France but the accounts also.

Financial (RJ)

The Ministry of Finance had received details of the number of our French tax payers who had donated to the chaplaincy in 2021 as well as the total amount received. The same exercise will be done for 2022 by the end of May this year.

In June 2023 the secretary and the treasurer will have to submit a variety of documents to the prefecture to maintain our status as an association cultuelle. These would include (in French) our financial reports for 2020, 2021 and 2022. A copy in French of the chaplaincy budget for 2023, as approved at the ACM, is also required.

C. Approval for obtaining Chaplaincy Credit Card

During the Chaplaincy Council meeting on December 6, 2022 it was approved that the Treasurer obtains the card from the Banque Populaire in Gaillac. Clive, Linda and Heidi voted against the motion, concerned about the term *Credit Card*.

During the discussion this evening it was decided to apply for a **debit card** ie: *Carte Bancaire*.

This was **agreed** to unanimously.

Action: The treasurer to confirm the insurance coverage in case of fraudulent use by a third party.

4.2 Annual Chaplaincy Meeting Voting process to be effected regarding the Single Transferable vote

The Archdeacon gave a verbal clarification on a number of technical issues concerning the voting system. The Council had written to the Diocese regarding the correct conduct of a vote. The Archdeacon will give written confirmation of these technical clarifications. The matter is carried forward pending receipt and reflection on the written technical clarification.

4.3 See above

4.4 Proposal regarding the establishment of a Standing Committee

The Church rules require that the Chaplaincy has a Standing Committee. This body has the potential to duplicate most of the Chaplaincy Council's decision-making powers. In order to reinforce transparency and openness all members elected to the Council will sit on the Standing Committee too, which will be run in accordance with Council protocols and will only meet in case of an emergency.

This was unanimously accepted.

4.5 Living in Love and Faith - update on developments

In an open letter to the diocese Bishop David describes today's announcements about questions of sexuality, relationships and marriage as 'An historic development in the life of the Church of England'.

The draft texts of prayers and services, proposed by the bishops of the Church of England, will be considered by General Synod next month alongside other proposals in response to a six-year process of listening, learning and discernment known as Living in Love and Faith (LLF).

The bishops have made a direct public apology to LGBTQI+ people for the way in which the Church has rejected or excluded them, admitting: 'We have not loved you as God loves you, and that is profoundly wrong.'

4.6 Records of Meetings of Working Groups (PH)

There are no specific minutes but the work to get the Chaplaincy back on an even keel and functioning is still ongoing.

5. Subcommittee Reports

A. Finance (RJ)

1. Financial analysis 2022

The balance in our three bank accounts as of the end of 2022 totalled € 77,360 subject to final checks. All payments to creditors from 2020 and 2021 had been resolved: the chaplaincy started 2023 with no outstanding debts.

2. Report & Accounts for 2022 and selection of independent examiner

These were being prepared and would be in a draft state for the consideration by the council by the end of February. No member on the electoral roll had volunteered for the task of Internal Examiner of the Chaplaincy's accounts for 2022. The search is now on for a suitably qualified professional or company that would undertake the task, but none had been identified to date.

It was mentioned that the French Protestant Church could help us find a suitable accountant and the Treasurer asked that members suggest to him names of any firms which might qualify under the Church requirements.

3. Fiscal receipts for donations

After final checks, these would be issued to those French tax payers, who had donated to the chaplaincy in 2022, by the end of February. Council members were asked to review their financial contributions and wherever possible revert to bank transfers rather than plate collections.

4. Revised briefing document on charitable giving

Due to the pressure of time, this item was deferred to the next council meeting. Council members were asked to study the briefing paper and the update on French legislation that had been issued for this meeting. They were also asked to submit their comments, if any, in writing to the Finance subcommittee before the next meeting.

B. Communication subcommittee

The Communication Subcommittee met on January 18, 2023. The minutes were recorded but have not been approved in time for this meeting.

One of the important aspects of their work will be to review the Chaplaincy's data records and to conduct an audit of all existing databases.

C. Ministry Team (PH)

The Ministry team has been meeting at regular intervals.

The Archdeacon reminded the Council that the main purpose of its existence is worship and the organising of worship throughout the Chaplaincy and across all of the six congregations.

Lent is approaching and it is important that Lent Studies be organised possibly by Zoom.

It is not clear who would undertake this work.

The Archdeacon also pointed out that for the future meetings the Ministry matters be brought to the top of the Agenda.

6. Safeguarding update

Celia left the meeting at 21:00h and therefore could not give her report. However, the requirement remains that:

- 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.

7. Date and time of the next meeting

Wednesday, March 8, 2023 at 7.30 by Zoom

8. The meeting closed at 21:45h with Grace led by Peter.

Minutes approved as true and accurate at Chaplaincy Council meeting on March 8, 2023

Proposed : Pete Burd

Seconded: Celia Scott