

Memorandum

Date: 25 January 2018
To: Parish Council Secretaries
Copy to Incumbent of the Parish
From: Linda Wilson, Chief Operating Officer
Subject: Parish Annual General Meeting
Document: 002/2018

All Parishes are required under Part 5 of the Administration of Parishes Ordinance 2010 to hold the Annual General Meeting before 31 March each year. To assist on preparing for and holding this meeting, please refer to the following documents available on the Newcastle Anglican website:

- Part 5 of the Administration of Parishes Ordinance 2010 – Parish Annual General Meeting
- Section 5.2 of the Diocesan Handbook concerning the Parish Electoral Roll
- Section 5.3 of the Diocesan Handbook concerning the Annual General Meeting
- Section 3.9 of the Diocesan Handbook concerning the Code of Conduct

Attached to this Memo are the following documents:

- An Annual General Meeting Check-List
- A notice of the Annual General Meeting for posting on the main entrance door to the Church
- Position Descriptions and Responsibilities for:
 - Churchwardens
 - Missions Secretary
 - Parish Council Secretary
 - Parish Council Treasurer
- Declaration for Ministry Team Members, Synod Representatives, Churchwardens and Parish Councillor's.

It should be noted that election of Synod Representatives and Incumbency Board members and alternate members occur in the year of the First Session of a Synod and are not required at this Annual General Meeting.

The election of two People's Wardens, the Mission Secretary and members of the Resourcing team or Parish Council should occur at this Annual General Meeting as these are 12 month appointments.

All members appointed to your new Parish Council are to be asked to endorse the Code of Conduct and return a signed copy to the Parish Secretary for retention in the Parish's Delegated Authority Register. You are not required to send a copy to the Diocesan Office as we do not retain these records.

The Code of Conduct can be found in the Diocesan Handbook at Section 3.9. A Word copy is attached for your reference. You may insert your Parish's name before distributing the blank document.

If you have any questions or require any assistance please don't hesitate to contact Parish Services.

Yours sincerely

A handwritten signature in black ink that reads "Linda Wilson".

Linda Wilson
Chief Operating Officer