

## ANNUAL GENERAL MEETING 2018 CHECK-LIST

Task No	TASK	WHEN	RESPONSIBILITY	
<b>UPDATING AND CLOSING OF ELECTORAL ROLL</b>				
Task 1	Call for people to update/amend or complete their entry in the Parish Electoral Roll	Two weeks prior to announcement of AGM	Incumbent / Parish Council Secretary	
Task 2	Close off Electoral Roll on the day the AGM is announced	Two weeks prior to date of AGM	Parish Council Secretary	
<b>CALLING OF ANNUAL GENERAL MEETING</b>				
Task 3	Announce the AGM by 3.1 Notice of AGM (signed by Incumbent) displayed on the main door to the Church, and at all Centres until the meeting is held. 3.2 Announcement at all Services until the event occurs 3.3 Notice in Pew Bulletin – every week until event	Two weeks prior to AGM	Incumbent	
<b>AGM BUSINESS PAPER</b>				
Task 4	Prepare AGM Business Paper which should contain: 4.1 Draft Agenda. 4.2 Minutes of the AGM held in 2017 (these will have been adopted by the Parish Council at the first meeting held after the AGM) in 2017. 4.3 Audited Financial Statement for the Parish for 2017. 4.4 Budget for 2017 adopted by the Parish Council before the end of November 2017.	For distribution at the time of calling of AGM	Parish Council Secretary  Parish Council Treasurer	

	4.5 Reports from the Incumbent, Ministry Teams (if any), Parish Council. 4.6 Reports and audited financial statements for all Parish organisations.			
<b>CALLING FOR PROPOSED GENERAL BUSINESS AGENDA ITEMS</b>				
Task 5	Proposed General Business agenda items, (in writing) including questions, notice of motions, vote of thanks for discussion/ decision/ debate at the AGM must be received by the Parish Council Secretary, at least one week prior to the AGM being held. The Executive Team will determine the relevance for inclusion of each item in the final Agenda for the Meeting. (It should be noted that questions, notice of motions, etc. should not be accepted during the meeting).  Additional items to the Agenda should be advised to the parish as soon as the Executive Team have agreed that they be included.		Incumbent Parish Council Secretary Executive Team	
<b>ELECTION TO POSITIONS</b>				
Task 6	6.1 Positions requiring election at AGM's are – Annually - Peoples' Wardens, Missions Secretary, Parish Councillors / Resourcing Team members; Triennial for the term of Synod (next due in 2020)- Synod Representatives, Incumbency Appointment Board members and alternate members. 6.2 Nomination forms are to be ready for distribution at the time of announcement of the AGM. Nomination forms should contain a "position description". 6.3 Nominations are to be received by the Parish Council Secretary up to 48 hours prior to the AGM; a Parish may decide that no nominations will be received from the floor of the meeting.	48 hours prior to meeting being held.	Parish Council Secretary	
Task 7	Counters and scrutineers are to be appointed	Prior to AGM		
Task 8	Declaration for Ministry Team Members, Synod Representatives, Churchwardens or Parish Councillors are to be completed at conclusion of the meeting.	Following the meeting	Parish Council Secretary	
<b>ANNUAL GENERAL MEETING</b>				
Task 9	An Attendance Sheet is to be prepared to record attendees by name, whether on the Electoral Roll and their signature.	At the meeting	Parish Council Secretary	

Task 10	An Apologies Sheet is to be prepared to record apologies received, their name and whether they are on the Electoral Roll	At the meeting	Parish Council Secretary	
Task 11	A copy of the Electoral Roll is to be available.	At the meeting	Parish Council Secretary	
Task 12	Voting forms for elections are to be prepared.	At the meeting	Parish Council Secretary	
Task 13	A copy of the Diocesan Handbook and the Administration of Parishes Ordinance 2010 are to be available.	At the meeting	Parish Council Secretary	
Task 14	Additional copies of the Annual General Meeting Business Paper are to be available.	At the meeting	Parish Council Secretary	
<b>POST-ANNUAL GENERAL MEETING</b>				
Task 15	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.	Within 7 days	Parish Council Secretary and Parish Council Treasurer	
Task 16	Immediately after the AGM, hold the first Parish Council Meeting to appoint Parish Council Secretary and Parish Council Treasurer, determine the regularity of Ministry Team Meetings, Resourcing Team Meetings, and Parish Council Meetings.  Parish Council Secretary and Parish Council Treasurer to be prepared to "hand over" to new Secretary and Treasurer all Parish records which they have been responsible for.		Incumbent & Parish Council / Resourcing Team  Parish Council Secretary and Parish Council Treasurer	
Task 17	The Parish Council Secretary is to advise the Diocesan Office the names and contact details for the Parish Council Secretary and Parish Council Treasurer.	Within 7 days	Parish Council Secretary	
Task 18	The Parish Council Secretary is to provide the Diocesan Chief Executive with a copy of the written reports, Auditor's Report and Audited Financial Statements, with a copy of the Annual Budget for 2018.	Within 7 days	Parish Council Secretary	
Task 19	The Parish Council Secretary is to provide the Diocesan Chief Executive with the Annual Returns by 31 March each year.		Parish Council Secretary	
Task 20	A copy of the Declaration of Eligibility, when completed by all concerned is to be forwarded to the Diocesan Chief Executive following the Annual General Meeting.	By 31 March 2018	Parish Council Secretary	

Task 21	Provided the Parish has adopted the Model Code of Conduct, office holders are to sign the Code of Conduct Declaration at the first Parish Council meeting after the AGM. This should be retained on the parish file.	First Parish Council Meeting after the AGM	Parish Council Secretary	
Task 22	Minutes of the Parish Annual General Meeting for 2018 are to be prepared by the outgoing/continuing Parish Council Secretary and presented to the next meeting of the Parish Council or Resources Team meeting for ratification.	ASAP	Parish Council Secretary	
<b>INABILITY TO ADOPT THE AUDITED FINANCIAL STATEMENTS FOR PREVIOUS YEAR</b>				
Task 23	In the event that the AGM is unable to deal with the Audited Financial Statement and Report for 2017: 21.1 a date is to be determined for a Special General Meeting to be held specifically for this item; 21.2 this date must allow for a two week advance notice to be given with a copy of the reports; 21.3 the Chief Operating Officer is to be advised; 21.4 the Electoral Roll is to be closed at the time of the calling of the meeting; 21.5 the meeting will be conducted in the same manner as the AGM; 21.6 the attendances will be recorded in the same manner, as will the apologies; 21.7 the Agenda, which will have only this as an item of business will be distributed on the day on which the meeting is announced. 21.8 A copy of the Business Paper will be forwarded to the Diocesan Chief Executive immediately following the meeting.		Incumbent Parish Council Treasurer Parish Council Secretary	