

ANNUAL MEETING OF PARISHIONERS

AGENDA

**Date, Time and Place previously advertised – Copy of the Notice available
Paperwork supplied and made available on the day**

No.	Agenda Items	Comment
1.	Opening Prayer	Chairperson – the Priest-in-Charge
2.	Welcome to everyone, any visitors and parishioners and Voting Parishioners Declare the meeting open	By the Chairperson This means the ballot boxes for voting for positions must now be closed. No more voting.
3.	Explanation of the definition of Voting Parishioner and the Electoral Roll Definition of a Voting Parishioner must be read	In the Interpretations Statute 2017 Only those Voting Parishioners present may vote on Resolutions.
4.	Minutes of the Previous Meeting	Read and approved
5.	Reports as Provided:	Previously Approved by Parish Council
5.1	• Priest-in-Charge	
5.2	• Wardens	
5.3	• Parish Council	Includes any portfolios, ministries Parish Council wishes to report to the Parish
5.4	• Synod Representatives	
6.	Insurance Policies statement	
7.	Financial Statements	Wardens, Treasurer normally present
7.1	• Audited Accounts for the previous year to be approved	Approved by Parish Council
7.2	• Budget for the next year to be approved	Approved by Parish Council
8	Priest shall appoint a warden and two parish councillors	
9	Elections held for: • Two Wardens – 3 years • Two Synod Reps – 3 years • An Auditor recommended by Parish Council – 1 year • Four Parish Councillors – 1 year Election Results announced.	Elections must be held even if there is an equal number of names and positions to confirm the individuals have more than 50% of the vote. Scrutineers are appointed by the Chair and will attend all services the week before and the week of the AMP.
10.	Any other business	Which has been given with proper notice to the Parish Council prior to the meeting; can take questions on notice if previously agreed.
11.	Closing AMP	With Prayer and thanks.
		Refreshments

Note: Ballot papers to be destroyed at the end of the meeting and confirmed by Chairperson
Election Results must be notified to the Diocesan Office within 30 days of the AMP.