

**Draft Minutes of Annual Chaplaincy Meeting
on May 25, 2023 at 19:30 by Zoom**

Present: 49

The Archdeacon Peter Hooper (Chair)

Brens: Marguerite & Pete Burd, Peter Gibbs, Ginny & Ross Jenkins, Robin Johnston, Michael & Valerie Kenny, Tricia & Robin Launders, Judith & Peter Rowe, (12)

Cahors: Richard Bill, Geraldine & Nick Byrne, Allan Chinnery, Eileen Gillon, Georgina Hodgson (Secretary), Gill & David Heyworth, Revd June Hutchinson, Kevin Megarry, Dorrie Norris, Wendy Thorpe, Kate du Toit, Grahame Wood (14)

Carcassonne: Daphne Foulkes, Metin Mitchell, Anita & David Phillips, Margaret & Peter Snow (6)

Caylus: Gavin Porter, Marion Reynolds, Celia Scott (3)

Toulouse: Zena Baker, Clive & Linda Billenness, Sonia Cleary, Bill Hill, John Mellish, John Prince, Sam & Jerry Silverthorn, Heidi Worswick (10)

Vayrac: Colin & Diane Ellis, Malcolm Rigley (3)

Apologies: 29

Brens: Debbie & Douglas Calder, Revd Roger Hall, Liz Pearson, Sheda & Tom Savage, Penelope Wanklyn (7)

Cahors: Sue & John Baylis, Belinda & Richard Holmes, Fran & Martin Milnes, Nick & Adriana Waterman (8)

Carcassonne: Elisabeth Gordon, Leonard Hedworth (2)

Caylus: Maggie Herbert (1)

Toulouse: Regine Dambrine, Florence Egharavbe, Janet Matkin, Karen Pettini, Jacqueline Rodwell, Barry Weston (6)

Vayrac: Sheri Arjangi, Bob Humphrey, Karen Humphrey, Carol Rigley, Ann Ruttle (5)

1. Peter welcomed everyone and opened the meeting with a prayer.
2. Peter asked the meeting's permission to chair the meeting this evening, no objections were raised.
3. Election of representatives of the Chaplaincy laity as follows:

A. Chaplaincy Wardens - Two nominations received: **Patricia Launders**, proposed by Robin Johnston and seconded by Pete Burd; **Gillian Heyworth**, proposed by Georgina Hodgson, seconded by Kevin Megarry. The two candidates are therefore elected and received with joy.

B. Election of three representatives to the Archdeaconry Synod for a three year term of office. Only one nomination form was received for **Kate du Toit**, proposed by Gill Heyworth and seconded by Martin Milnes. An additional representative, **Clive Billenness** who as member of the General Synod is also member of the Archdeaconry Synod and the Chaplaincy Council.

As there are two more places available to us, the Archdeacon will be happy to have a conversation with anyone wishing to explore the possibility of joining the Synod.

Sam thanked Clive, Linda, Heidi and Malcolm for their service as Chaplaincy representatives to the Synod for the past three years.

C. Election of the Chaplaincy laity to the Chaplaincy Council according to the Scheme in place: two representatives per each Worship centre:

BRENS: Ginny Jenkins and Penelope Wanklyn. Ross will continue as Treasurer and to be coopted to the Council at their first meeting.

CAHORS: Richard Holmes and Kevin Megarry. Georgina will continue as Secretary and to be coopted to the Council at their first meeting.

CARCASSONNE: David Phillips and Margaret Snow

CAYLUS: Gavin Porter and Celia Scott

TOULOUSE: Sam Silverthorn. Jerry stepped down, no other candidate came forward.

VAYRAC: Malcolm reported that Sheri and Bob stood down and no other candidate came forward.

Peter summarised: from the 12 representatives we could have on the Council we only have nine, with one only from Toulouse and none from Vayrac. Hopefully we may have some conversations on how to move that forward.

In our Chaplaincy life concerning the Council members we have been running on a system of "all in - all out". It is very much up to the Annual meeting to define how we would like the system to run. The question is whether we would continue with the present system or whether we would have people on a three year term: we would draw lots and one third would do one year, one third would do two years and one third three years. That would provide continuity to the Chaplaincy Council. One complication would be the fact that we have two representatives for each worshipping community but we have to reflect on that and find a solution. At this point Peter invited the members to comment.

Anita would like the Chaplaincy Council to consider how best to take this forward and make a recommendation to the next Annual meeting.

Clive said that it is a decision that has to be reviewed every six years at the ACM and today's meeting would have been the moment to do it had we been prepared.

Peter proposes that we stay as we are for this year and have time to reflect upon this and make a proposal at the next Annual meeting. This proposal was unanimously accepted.

4. Report on the Electoral Roll since the last Annual Meeting:

Georgina was to have received the report from John Baylis but it turned out that the Chaplaincy website had been down for several days and no emails had arrived to the secretary's address. Georgina said that the the figure she had was a total of 150 on the Chaplaincy Roll.

Note: The report arrived the following morning when the website was back online:

Last year: 150

This year: 147, breakdown by worship centres:

Brens 27

Cahors 51

Carcassonne 14

Caylus 11

Toulouse 35

Vayrac 9

Sue and John Baylis inform the Council that they are happy to continue as Electoral Roll Officers.

5. Annual Report on the activity of the Chaplaincy generally

Brens: Ginny reported that they have held 16 live services last year with an average attendance of 14. They have also held weekly Zoom services of Morning Prayer with an average of 15 attending. She mentioned that their congregation is vulnerable for many reasons and asks us to pray for them to get stronger.

Cahors: Gill reports that regular worship is taking place: there have been two monthly services in Cahors: one Morning Prayer and one Holy Communion service. On special occasions a third service is held, at Easter or for a Baptism and it is a Communion service. Open Door is organised when there are no services.

Carcassonne: David reports that their congregation had no place where to worship until, thanks to the Finance committee, a venue was secured in a hotel in Carcassonne where 10 to 12 people attended services. They are still working out how to expand worship and the fact that Revd Mary Ellen Dolan has moved to Carcassonne recently will certainly help as well as moving the worship to the church in Floure.

Caylus: Celia reports that the congregation has now moved to their summer premises at Eglise Saint-Peyronis, in Lacapelle Livron

Toulouse: Sam had prepared a Powerpoint presentation of the activities of Toulouse congregation. In 2022 there were: 15 Holy Communion services, 6 Holy Baptisms, 13 Services of the Word, 4 "special" services (Queen's Jubilee, Queen's death, Christingle, 9 Lessons & Carols.

The average attendance was 7 children and 18 adults per service.

Vayrac: Malcolm that they are holding regular monthly Holy Communion services, one of which was presided by the Archdeacon and signified the reintegration of Vayrac congregation into the Chaplaincy. Two regular worshippers have joined the congregation.

The Archdeacon thanked everyone for their reports and was pleased to see that the local worshipping communities are working hard in building the Lord's Kingdom.

6. The financial statements of the Chaplaincy for the year ending on December 31, 2022

Ross advised the meeting that he was present as both the treasurer of the chaplaincy and the treasurer of the association culturelle. All funds were the legal property of the association culturelle, the only organisation of the two recognised by the French state.

He apologised for the lack of the audited accounts for the year 2022. This was caused by three main factors that he would explain later, and what steps would be taken to avoid a similar situation in the future.

The overall financial situation of the chaplaincy in 2022 was as follows.

1 st Jan. 2022:	Total funds € 71,036	Accruals € 10,647	Net funds € 60,389
31 st Dec. 2022	Total funds € 78,300	Accruals € 0	Net funds € 78,300

Expenditure: The main items of expenditure in 2022 were the common fund that included half of the 2021 contribution, donations for the use of Catholic churches and other venues for worship and the travelling expenses of our worship leaders. The common fund contribution for 2022 alone was 45% of total expenditure for that year.

Income: Planned giving in 2022 was 22% less than in 2021 and the latter year was 30% lower than 2020. 35 people choose to give regularly out of an electoral roll of 150, and that number is reducing due to deaths, returns to the UK and those who have left the chaplaincy as a result of the discord of previous years. Plate collections have doubled in 2022 but are not a sound base on which to plan our future ministry .

The net result is that the chaplaincy's excess of income over expenditure is around € €18,000 a year on present trends.

The budget for 2023 was accepted by the chaplaincy council in 2022, and I have amended it in light of more certain data, such as the common fund contribution for this year. A budget for 2024 can be prepared when the plans for ministry in the chaplaincy have been developed sufficiently.

There were three main problems with the approval of the financial report and accounts for 2022.

- The time needed to find an independent examiner who had the experience of dealing with accrual accounts. The chaplaincy council accepted our nominee in early March: the search had begun in November.
- The limited time that both treasurer and independent examiner could spend reviewing the accounts together, due to other time pressures.
- The difficulty in identifying and dealing with the accruals from 2021.

The way to avoid this is as follows:

- The treasurer will use a simpler method of preparing that 2023 accounts (Receipts and Payments)
- An independent examiner should therefore be easier to find as the complexity of the accounts is very much reduced.
- There will be no accruals to deal with.

Daphne recounted numerous historical accounting problems and reiterated her suggestion that the Chaplaincy should have a separate Stewardship Officer and that it should not be the treasurer. She also wished to know who was the Independent Examiner for the 2022 accounts. Ross replied that it is Grahame Gardner from the Hérault Chaplaincy.

Peter commented on Ross's report by saying that the present bank balance of €78 000 was a good starting point but that the 50% decrease in giving over the past two years was cause for concern. He agrees with Daphne that having a separate Stewardship Officer to lead a stewardship campaign is certainly a necessity.

He also pointed out that we will have no choice under the new French legislation in the accounting system that we use, the necessity to re-register all the Chaplaincies has placed us under increased fiscal scrutiny and we are already starting to see this. Within the next two years it will be mandatory for all Chaplaincies to use the same accounting software.

Anita brought up some additional historical points and said that the IE for 2021 accounts was Geoff Chester. She also wished to know when would the 2022 statements be issued.

Kevin pointed out that the most important figures of the 2022 accounts had already been sent to everyone and that we now have to look forward and that the meeting should focus more on possibilities for growth.

Peter agreed and said that when we get a new direction and a clear path of the journey we are on then the essence of giving can be redeveloped with clearer forward looking vision tied in with the planning for a new Chaplain, what sort of person we would want, what the financial cost will be so that we can plan a stewardship campaign.

Clive wished to know what was the expenditure for 2022 and Ross replied that it was €26 660.

Daphne raises the issue of the formal 2020 accounts that not been circulated nor approved. This means that we do not have a set of accounts that show the opening balance for 2020 and therefore the closing balance for 2019. Peter asks this outstanding issue be cleared as soon as possible.

Anita points out that the 2020, 2021 and 2022 accounts are in order and are ready to be presented to the Prefecture as they are. It is up to the Prefecture to come back to us for clarification if needed.

Peter asks Ross to confirm when the final accounts will be ready to be presented to the Council for approval.

Ross said that there were two minor points to be settled and that it would take about one week to do it.

Peter Snow agrees with Daphne on the need of a separate Stewardship Officer. He is also baffled about how long it took to find and appoint an IE.

The Archdeacon replied that Ross has worked extremely hard to resolve all the outstanding accounting issues.

7. The annual report on the fabric, goods and ornaments of the churches of the parish

Gill reported that she and Tricia had divided the Chaplaincy in two: Gill took the inventory for Cahors, Caylus and Vayrac while Tricia did the inventory for Brens and Toulouse. All inventory sheets were copied and sent to Ross as required. Gill then left the meeting (20:28).

8. Report on the proceedings of the Archdeaconry synod

Clive said that all of the synod meetings were held on Zoom. He had prepared a detailed report for this meeting but had not been able to send it out due to the fact that the church website was down. It will be distributed by the secretary with the draft minutes of this meeting.

9. Other matters of general Chaplaincy interest

The Archdeacon said that this ACM will be paused and reconvened when the full accounts become available.

David said that the Financial sub-committee and the Council need to approve the accounts before they are sent to the Prefecture and that there is little time to do it in. He wishes to be reassured that the rules are adhered to and that the financial statements will get the normal

consideration. His second issue is that the revised Statutes should be considered by the Council before they are brought up before the ACM, paused or not.

Peter replied that the accounts and the Statutes can be circulated electronically for the Council's consideration. Once the accounts are ready a date can be set up for a follow-up Zoom meeting for the second part of this ACM.

David asks Peter to confirm that the accounts and the new Statutes will be available to the Financial sub-committee and the Council to discuss before coming back to this paused meeting.

Peter said that the Financial-subcommittee is part of the Chaplaincy Council whose responsibility is to approve the accounts. This can be done either in person or electronically. The accounts will be approved by the Council as is required and then circulated to everyone to review before the second part of this meeting.

Anita would like the accounts sent to the Financial-subcommittee as a courtesy for clarification and information. Peter agrees.

Georgina will send out to everyone the new Statutes, French and English translation as soon as the website is back on line.

10. ACM paused at 21:30

The second part will have the following two items under AOB:

1. Approval of 2022 accounts
2. Approval of the new Statutes

11. The meeting closed with Grace led by Peter

**Draft Minutes of Annual Chaplaincy Meeting Part II
on June 16, 2023 at 19:30 by Zoom**

Present: 26

The Archdeacon Peter Hooper (Chair)

Brens: Marguerite & Pete Burd, Peter Gibbs, Ginny & Ross Jenkins, Robin Johnston, Tricia & Robin Lauanders, Penelope Wanklyn (9)

Cahors: Geraldine & Nick Byrne, Allan Chinnery, Eileen Gillon, Georgina Hodgson (Secretary), Revd June Hutchinson (6)

Carcassonne: Revd Mary Ellen Dolan, Daphne Foulkes, Anita & David Phillips, Margaret & Peter Snow (6)

Caylus: Maggie Herbert, Celia Scott (2)

Toulouse: Sam Silverthorn (1)

Vayrac: Colin & Diane Ellis (2)

Apologies: 24

Brens: Michael & Valerie Kenny, Sheda & Tom Savage (4)

Cahors: Sue & John Baylis, David & Gill Heyworth, Bridget & Kevin Megarry, Dorrie Norris, Paddy Wright (7)

Carcassonne: Metin Mitchell, David Pounds (2)

Caylus: Gavin Porter (1)

Toulouse: Clive & Linda Billenness, Regine Dambrine, Janet Matkin, John & Linda Mellish, Heidi Worswick (7)

Vayrac: Emma Curtis, Carol Rigley & Malcolm Rigley, (3)

Peter welcomed everyone and opened the meeting with a prayer.

He reminded the members present that this is the continuation of our Annual Chaplaincy Meeting of May 25, 2023.

1. Approval of 2022 Financial Report and Accounts

Ross first paid a tribute to the Independent Examiner and to the Finance Committee and thanked them for the outstanding work in preparing the Financial Report and the Accounts.

He was pleased to report that the Chaplaincy has no outstanding debts or creditors.

Ross briefed the members on the annual report and accounts that had been circulated prior to the meeting. The chaplaincy had achieved an excess of income over expenditure of € 17,911, a situation that was likely to continue in future years if present worship patterns were to continue.

The income and expenditure statements were dealt with in some detail, the common fund contribution in particular.

One issue of particular concern is the fall in giving. Giving in 2022 fell by 22% compared to 2021. This needs to be addressed.

A rather lengthy discussion ensued concerning the restricted funds and the fact that €2150 from that account were used to provide place of worship for the Carcassonne congregation. In view of the fact that no documents detailing the donor's conditions were made available and the vastly diverging opinions of some council members the council decided that the sum be taken from the general funds and reimbursed to the restricted account. This would not change the overall accounts and would avoid the "gray area".

Robin Launders congratulated the council and the treasurer for the prudent decision taken and proposed that the accounts be approved as they now are. Georgina seconds. Result of vote to receive the accounts as approved by the Chaplaincy Council:

In favour: 16

Against: 1

Abstained: 7

Did not vote: 2

The financial report and accounts for 2022 were received as approved by the Chaplaincy Council and will be posted to the website as received as soon as the IE has given his approval on the changes.

2. Approval of Amended Budget for 2023

The amendment to the 2023 budget takes into account the Common fund contribution which represents around 40% of the total expenditure. The revised budget was approved by the Council and circulated to members.

Peter thanks Ross and the Finance Committee for all their hard work. Naming or appointing of the Independent Examiner is normally done at this point but in view of the current changes in French legislation especially the fiscal legislation, Peter feels it wise not to make any such decision at this time. It seems very likely that the accounting system will be more and more according to the French rules. The members agree to leave the decision to appoint the appropriate person to the new Chaplaincy Council who will take into account the expertise from the Treasurer and the Finance Committee.

Ginny proposes the motion and Robin seconds. The motion is adopted unanimously.

Peter said he was made aware of one further item troubling some members of the Chaplaincy, namely the transition between the 2019 and 2020 accounts. He has therefore tasked Kevin Megarry, a retired accountant, to identify the questions and/or problems if any and report.

Anita said that the new Council should approve that mission and Peter agreed.

3. Approval of the new Chaplaincy Statuts

The new Statuts were circulated to all Chaplaincy members and have been approved by the Chaplaincy Council on June 15. The legal document is the French version.

Peter explained that the new Statuts were simplified and are generic to all of the 33 Chaplaincies in France. They will accomplish two things:

- allow the Chaplaincy to be a legal entity in France according to the new legislation in place;
- set out the Chaplaincy constitution as part of the Diocese of France, Diocese in Europe and the Church of England.

According to the new French legislation all religious organisation will have to renew their registration with the authorities every five years.

The most important article is 1.4 about the creation of *Union Nationale* and every chaplaincy in France will be a part of it. This means that any local challenges will be dealt with at the National level.

Celia proposes that the new Statuts be adopted, Peter Gibbs seconds. Result of the vote:

In favour: 21

Against: 0

Abstained: 1

Did not vote: 4

Peter reminds the members that there is one more step to accomplish in this Annual Chaplaincy Meeting: in respect of the CRR M5(7a) a seven day period needs to be observed from when the signed financial statements have been published and are presented for approval by the ACM.

Therefore a **Part III of this 2023 ACM is convened for June 28** for anyone who wishes to attend and has questions about the 2022 accounts and financial report.

The meeting closed at 20:20 hours with Grace led by Peter.

**Draft Minutes of Annual Chaplaincy Meeting Part III
on June 28, 2023 at 19:30 by Zoom**

Present: 27

The Archdeacon Peter Hooper (Chair)

Brens: Marguerite & Pete Burd, Ginny & Ross Jenkins, Robin Johnston, Tricia & Robin Lauanders, Judith & Peter Rowe **(10)**

Cahors: Geraldine & Nick Byrne, Allan Chinnery, David & Gill Heyworth, Eileen Gillon, Georgina Hodgson (Secretary), Revd June Hutchinson, Kate du Toit, Grahame Wood **(10)**

Carcassonne: Anita & David Phillips, Margaret & Peter Snow **(4)**

Caylus: **(0)**

Toulouse: **(0)**

Vayrac: Colin & Diane Ellis **(2)**

Apologies: 19

Brens: Michael & Valerie Kenny, Penelope Wanklyn **(3)**

Cahors: Sue & John Baylis, Bridget & Kevin Megarry, Dorrie Norris, **(5)**

Carcassonne: Daphne Foulkes **(1)**

Caylus: Maggie Herbert, Gavin Porter **(2)**

Toulouse: Clive & Linda Billenness, John & Linda Mellish, John Prince, Jerry & Sam Silverthorn **(7)**

Vayrac: Emma Curtis **(1)**

Peter welcomed everyone and opened the meeting with a prayer.

He reminded the members present that this is the continuation and conclusion of our Annual Chaplaincy Meeting of May 25, 2023. There is only one item on the agenda:

1. Acceptance of 2022 Financial Report and Accounts

The amended 2022 Financial Report & Accounts have been approved by the Chaplaincy Council at their meeting on June 15 and circulated to all members prior to this meeting, namely on June 21.

Peter first paid a tribute to Ross, the Independent Examiner and to the Finance Committee and thanked them for the outstanding work in preparing the Financial Report and the Accounts.

He was pleased to report that the Chaplaincy has no outstanding debts or creditors and has shown increase in profit compared to previous years.

Many congregations have been blessed with new people joining in the past year. We need to continue the effort of reaching out and a perfect opportunity would be using the Back to Church Sunday on September 17.

Peter went on to say that we now have a fantastic Ministry Team to guide us in Mission, Ministry and Outreach. We had spent the last few years getting things in order and now God is showing us a new way forward: Mission and Outreach. We now need to focus our attention on how we grow and how to bring in a new Chaplain and start building the new autumn programme now.

There is a CWL Training Programme of six modules in preparation and starting in September.

Ginny said that in Brens they are actively thinking on how to grow their congregation.

Peter Snow said that in Carcassonne they are preparing the second Sunday in July to be Sea Sunday to acknowledge seafarers, their families and their vocation.

The Archdeacon suggested that it would be a good idea to print a services & events programme for all the worship centres in the Chaplaincy and post it in campsites, tourist offices, etc. The Communications Group could provide that.

Colin needs all communication to be also sent to him to be put up on our website.

Pete reminds everyone that any type of publicity and information leaflet should contain the website address.

It was also pointed out to make sure that any pictures used in communication should be free of copyright in order to avoid litigation and fines.

The Annual Chaplaincy Meeting drawing to a close, Peter Snow proposed the modified 2022 Financial Report and Accounts be accepted, Gill seconded. Result of vote to receive the accounts as approved by the Chaplaincy Council:

In favour: 20

Against: David & Anita Phillips, Geraldine & Nick Byrne (4)

Abstained: Ross Jenkins (1)

Did not vote: 2

Peter informed the members present that he received one application for representative to the Archdeaconry Synod and since there is one more free slot for our Chaplaincy he will be pleased to receive a further application. The new candidates to be approved by the Chaplaincy Council at their first meeting on July 15.

The meeting closed at 20:07 hours with Grace led by Peter.