



Annual General Meeting of the Warragul Anglican Church

Meeting Record – Sunday 16th November 11:30 am – 1:30 pm

Our Mission: We are inspired by Jesus Christ to be a church that *lives by faith, voices our hope and is known by our love for others*

Time	Item No.	Topic	Discussion	Actions Who / When
11:30 am (5 min)	1.0	Attendance and Opening	1.1 Opening Prayer 1.2 Attendance <i>Quorum for AGM, annual meeting: 10 electors</i> 1.3 Apologies Apologies can be provided prior to the meeting via email to cameron.nicholls@gmail.com Carol & Russel Monson, Jenny Worboys, Tim Charles, Louise Sterling, John & Joan Mee, Robert & Angela Jacob, Peter & Lyn Gilbert, Sue & David Howe, Neville & Wilma Wallace, Adelle McArdle, Sheryl Hastings, Mel Nicholls, Phil and Liz Giles, Daniel Lowe, Nola Broadbent Ray Moyes Pat Peninger, 1.5 Acknowledgement of Country: <i>This land is God's land and God's Spirit dwells here. We acknowledge the Gunaikurnai people, traditional custodians of this land under God. We commit ourselves again to working for reconciliation in this land.</i> 1.6 Assign Meeting Roles Chair: Cameron Nicholls Minute Taker: Rose Gebert Time Keeper: Alison Buttle Critical Friend: Previn Blanchard	Rev. Daniel Gebert, Rector Chair

11:35 am 2.0 Minutes of
(5 min) Previous Meeting

2.1 The reading and confirmation of the [minutes of the 2024 AGM](#)

Chair

PRE – READING (5-minute read) Minutes of the previous meeting were distributed on Sunday 9th November and available in the foyer of the church. It is an expectation that attendees have read the previous minutes prior to the AGM.

2.2 Motion to endorse the minutes of the last AGM

Moved: Stacey KEarney

Seconded: Helen Lowe

All in favour: Unanimous

11:40 am 3.0 Business arising
(3 min) from the previous minutes

3.1 Safe Ministry Requirements

AGM Comment: Questions were raised about whether each ministry area has a clear Safe Ministry plan and about the difficulty some volunteers experience completing screening requirements.

Follow-up: Parish Council noted that all Children’s Ministry and elected leadership roles remain up to date. Individual assistance continues to be offered for volunteers navigating the Safe Ministry screening process. Additionally, the Diocese has introduced the new OSCA system, which is now operational. This system allows volunteers and leaders to check and manage their own Safe Ministry Clearance status online, improving transparency and ease of compliance. Safe Ministry remains an ongoing training and accountability focus for all ministry areas.

Q John Broadbent: April email renew WWCC and referred to OSCA system, application rejected, What should I do?

3.2. Leave Liabilities and Diocesan Accounting

AGM Comment: Clarification was sought on how long service and annual leave

liabilities are accounted for.

Follow-up: It was confirmed that **the Diocese manages leave balances**, with parish payments covering these obligations. No further action required.

3.3 Parish Reserve and Cash Flow

AGM Comment: Questions were raised about the size of the reserve, reliance on giving, and potential diocesan assistance in the event of cash flow pressure.

Follow-up: Parish Council has since undertaken a budget review. No loans are held, and the parish finished the year with the target reserve which remains part of the financial plan for sustainability.

3.4 Grant Applications and Oversight

AGM Comment: Interest was expressed in identifying members to assist with grant writing.

Follow-up: Parish Council thanks David Ingham for his work in this area since the AGM. Parish Council welcomes volunteers with skills or interest in this area.

3.5 WRC Chaplaincy and Breakfast Club Support

AGM Comment: Clarification requested about how to participate in the Chaplaincy support group and Breakfast Club.

Follow-up: The **WRC Chaplaincy liaison** has provided information to interested parishioners. The Breakfast Club continues to operate strongly with ongoing parish volunteer support.

3.6 Pastoral Care Coordination

AGM Comment: Update requested on the development of a Pastoral Care Coordinator role.

Follow-up: Parish Council has planning underway to establish a Pastoral Care Team and clarify leadership responsibilities. Feedback received by parish Council was that this function is often supported by parish Community and Home Groups.

3.7 Auditor Rotation

AGM Comment: Recommendation to review and rotate auditors periodically.

Follow-up: Parish Council has sought quotes for alternate auditors in line with good

governance practice. Quotes were not received in time for the 2025 AGM, so the current auditor will continue for 2026, with rotation still planned for a future cycle.

3.8 Post Office Box

AGM Comment: Query raised about the need to maintain the parish P.O. Box.

Follow-up: The P.O. Box remains active and continues to be used for official correspondence.

3.9 AGM Process Feedback

AGM Comment: Suggestion that ministry reports highlight one success, one challenge, and one goal for the coming year.

Follow-up: This feedback has been **incorporated into the 2025 AGM.**

11:43 am
(2 min)

4.0

**Overview of the
Agenda**

4.1 Reviewing the Agenda

Chair

Desired Outcome: That participants share and understand the purpose of our meeting today and the methodology for decision making and consensus.

4.2.0 Declaration of any, perceived or actual, conflict of interest

4.2.1 Daniel Gebert, Jack Beamish, Stacey Kearney, Noah Nicholls declare Col in relation to budget decisions that might be made in this meeting on the grounds that decision made may influence their remuneration.

Mitigation of Col: Where these persons are electors of the parish they will abstain from any votes in relation to the budget.

4.2.2 Rose Gebert, Bryan Kearney, Melanie and Cameron Nicholls, declare Col in relation to budget decisions that might be made in this meeting on the grounds that these decisions may influence the remuneration of family members.

Mitigation of Col: Where these persons are electors of the parish they will abstain from any votes in relation to the budget.

4.2.3 Rachel Willig declares a Col may be perceived in relation to budget decisions that might be made in this meeting on the grounds that they may influence the remuneration of Jack Beamish, with whom she has a personal relationship.

Mitigation of Col: Where these persons are electors of the parish they will abstain from any votes in relation to the budget.

No additional conflicts of interests declared.

11:45 am
(5 min)

5.0

**The Incumbent's
Report**

5.1 [The Incumbent's Report](#)

Rev. Daniel Gebert

5.2 Motion to accept the Incumbent's Report

Moved:

Seconded:

All in favour:

Q: Unworthy servants, doing duty, how has that shaped what's happening in the parish

Seems deflating but is good news

God's mission and plans

We follow him and flexible in our approach

People stepping into roles and others stepping down,

Pushing doors

12:00 pm
(15 min)

6.0

Executive Reports

*Approx.
3 min
provided for
questions of
each report.*

*(Reports from
Portfolios
appointed at the
AGM)*

6.1 Wardens' report

Jenny Worboys
Warden

In relation to the Wardens report and the OH&S Report: with several projects underway; like the Heritage Church handrail and ongoing compliance upgrades, what are the key OH&S priorities for the coming year, and how can the wider parish support them?

Priorities, financial stewardship, giving

OHS: looking after each other, training on defib, QR code for incident reporting, so wardens don't forget,

Emergency management: need to run drills because we need to show duty of care to each other and community

Angela Jacob,
Jack Beamish,
Victoria Hare
Synod Representatives

6.2 Synod Report

Jill Dixon
Mission Secretary

6.3 Missions

Question from the Wardens: The Missions Support Group has faithfully met for prayer each month, even as numbers have decreased. What has kept the group committed, and what blessing have you personally experienced through this shared prayer time?

A: We pray for mission partners, copy put online

Personal benefit, support each other like a homegroup

Also keeping in touch mission partners, have a front seat with mission partners

6.4 Correspondent to the Gippsland Anglican Report

Carol Monson
*Correspondent to the
Gippsland Anglican*

6.5 [WRC Chaplaincy Liaison Report](#)

Andrew Wood
Support Group Chair
Carol Allan,
WAC Support Group Rep.

Question from the Wardens: WAC representatives Carol Allan and yourself continue to play key roles in the Support Group. How has the partnership between WAC and the wider chaplaincy network strengthened the ministry this year?

Part of network of churches in Warragul, CCW, Rope factor etc all support chaplain, good opportunity to have inter-church connection,
Thanks to people helping out at breakfast club, people reaching out into community, continue to need volunteers and donations
Have not received a grant this year and no opportunity to apply in the coming year as funding not available

Q John Broadbent: Oscar suffering from difficult situations, does he need someone to help and give him time off?

A: Need to be accredited to do the work and is on staff on WRC, need to keep praying, and supporting with breakfast club,
Carol can't continue as liaison and that position remains vacant
Role includes meeting once a month and organising fundraising

6.6 Motion to accept the reports as presented

Moved: Inge Eckerman

Seconded: Lynnette Elshaw

All in favour: Unanimous

12:15 pm
(10 min)

7.0

Financial report

7.1.1 [Treasurer's Report](#)

7.1.2 [Balance Sheet](#)

7.1.3 [Profit and Loss](#) (See Budget 2025-26 Item 7.1.6)

7.1.4 [Missions](#) (See Treasurer's Report)

7.1.5 [Auditors Report](#) and [Management Letter](#)

7.1.6 [Budget 2025-26](#) and [Explanatory Notes](#)

Daniel Armstrong,
Parish Council Treasurer

Q: Helen Lowe: Insurance under Bishop in council, budget up to 12k, should that be more like 14-15k?

A: Slightly unknown, in march went through revaluing assets, diocese is large entity so not expecting bigger increase

7.1.7 Motions supported by the Parish Council

A. That the Treasurer's Report be accepted and that finance reports presented be adopted and accepted as a true and correct depiction of the Parish finances for the last financial year.

B. That the budget for 2025-26 be accepted

Moved: Daniel Armstrong

Seconded: Scott McArdle

Abstained: Rose Gebert, Rachel Willig, Melanie, Cameron and Noah Nicholls,

All in favour: Unanimous

12:25 pm
(25 min)

8.0

Parish Council
Portfolio
Reports

8.1 [Sunday Service Rostering](#)

Helen Lowe
Sunday Service Rostering

(Reports from persons appointed by Parish Council to provide oversight of key function of the parish)

Question from the Wardens: As the church grows, you noted that it becomes harder to personally know every potential volunteer. What systems or processes might help ensure newcomers are warmly included and invited into roles that match their gifts—while still maintaining safe ministry requirements?

A: Need to consider this collaboratively in the church, rostering system suited to the size of church that we are, Helen happy to help with the app, don't want to have a such a rigid system to involve people in ministry
May need collaboration between leaders of ministries to know how people move through the system
Let's think about it

8.2 [Music Ministry](#)

Robert Jacob
Music Leader

Question from the Wardens: Robert, your report highlights how more congregation members have joined the music ministry while still maintaining a high standard of worship music. What has been most encouraging about seeing the team grow this year?

Robert's response:

"It has been encouraging to see the development of some team members stepping in to new rolls (for example, three new member so the team are now band leaders compared to last year). It has also been lovely to see some members of the team who were initially lacking in confidence develop greater confidence and are now regularly contributing. We are very fortunate to have these contributions."

Motion of Thanks to Mike for service in music team leadership for many years

8.3 [Community Groups](#)

Victoria Hare
*Community Groups
Coordinator*

Question from the Wardens: You mention that trust has been restored and that groups now see the role as supportive rather than directive. What has helped build that confidence and sense of partnership between groups and the coordinator role?

A: New role, initially misunderstanding that the role was about interfering with groups, misunderstanding has been resolved through questions and listening, role helps groups keep in touch and help parish council understand how many involved in groups, important for keeping accountable for target

Grateful to all who connect in groups to gather in faith and friendships, thanks for those sharing insights to VH and parish council, groups deepening our relationships with Jesus,

8.4 [Safe Ministry Report](#)

Rev. Daniel Gebert
Safe Ministry Lead

Q;

A: About reflecting Jesus' care. Called to engage with safeguarding in a distinctively Christian way, JC place high value on vulnerable people, safeguarding people is tangible expression of love

Q: John's question

A: Need to be clear about what needs to be done, use the checklist, 2 options for anyone stuck – call diocesan contact, or receive help from someone of WAC,

Q: Liz Rinaudo, if you've done it in another diocese can it be transferred?

A: Y

8.5 [Hospitality](#)

Louise Sterling
Hospitality Coordinator

8.6 [Welcoming](#)

Sheryl Hastings
Welcoming Coordinator

Will be looking for new leader

8.7 [OH&S](#)

Michael Sterling, Cameron
Nicholls, Jenny Worboys
Wardens

8.8 [WAC Weekend](#)

Meg Steenholt
Coordinator

Question from the Wardens: The report recognises the many hands that made the weekend possible—from catering to music to youth and kids' programs. How did the teamwork and shared service across so many areas contribute to the overall success of the camp?

A:

- A lot of planning
- Can be fun to be on team, good to have broader perspective
- Get to see lots of people's gifts across the weekend and chat with ppl you don't usually
- Kids and youth leaders were fully involved for the whole weekend, if we could have more leaders would allow chance to sit in session

Q: Camp can be challenging for older people, is there some way we can consider how we fit older folk into the activity

A: Last year the team was generally of similar age, hard to put yourself in someone else's shoes, need ppl of all perspective to have input, camp should be accessible for everyone

Q: Cam, Daniel can you comment on PC approach this year

A: Last year was great but ppl want to try camp site with food provided, still need a team but can focus on activities and less logistics.

8.9 [Live Streaming](#)

Noah Nicholls
Coordinator

Question from the Wardens: You've listed several potential future directions, including open-source software, improved digital connections, and an updated church website. Which of these developments could have the biggest long-term impact on accessibility and outreach, and why?

A: A lot of improvements can benefit church here and live stream, mostly quality rather than reach. Currently accessible facebook, youtube, website. Priority to get website most accessible,

Q: Alison Buttle – has there been any pushback about the public announcements that things are being live streamed

A: No

Q: Previn Blanchard – Do we have succession plan if Noah leaves?

A: We are training up younger boys, on how to set up camera, slides, connect to audio desk

Q: Bryan – are we working on Co-ax cable for livestreaming or still relying on copper cable?

A: Both – trying to find perfect solution to network issues but also copper wires in place make it more complicated. Also need to upskill people

12:50 pm (25 min) <i>Approx. 3 min provided for questions of each report.</i>	9.0 Reports from parish groups <i>(Reports from various ministries of the parish)</i>	Q: Elizabeth – Do we need to change approach to communion to avoid people on screen? A: Cam – Parish council has revisited policy to mitigate risk 6.10 Motion to accept the Parish Council Portfolio Reports Moved: Vanessa Elbourne Seconded: Jill Dixon All in favour: Unanimous 8.1 Youth Report Pt I. Youth Report Pt. II Question from the Wardens: Ryan and Rachael, your report beautifully highlights how the youth are growing in maturity and confidence in their faith. What has most encouraged you this year as you’ve watched them step up in their discussions and leadership? A: - Willingness for group discussion, four years with this group, quiet people talking, seeing depth of discussion - Group has become more diverse which is great for discussion	Rachael Willig
		8.1 Children’s Outreach Report Q: Launch of Wackys has met need for Primary aged children, what has the community response been? A: Families have been really supportive, friends have invited by kids, wider community queries, is a growing ministry and have seen growing faith 9.1 Choral Evensong	Stacey Kearney <i>Children’s Outreach Coordinator</i> Craig Doherty <i>Organist, Music Director</i>

Question from the Wardens: You noted that attendance has been consistently encouraging, with congregations always outnumbering the choir. What do you think people find most meaningful or appealing about Evensong at Warragul Anglican Church?

A: Doesn't really feel like service, feel so fortunate to be part of it, a few things that people get out of it, not just from WAC or from Anglican background, there is a hunger for the style of worship,

Q: How can we get this better promoted?

A: Can do a better job of this, promote through other churches and musical connections

9.2 [mainly music report](#)

Deepthy Blanchard
mainly music leader

Question from the Wardens: Families in mainly music naturally transition on to other activities as their children grow. What do you see as the key opportunities for helping families stay connected to WAC as they leave mainly music and enter new stages of life?

A: Usually have fathers day session on Saturday to increase connection between families, used to do that for Christmas as well, but trying to direct our efforts to kids Christmas and gingerbread night, gingerbread night is successful and fathers day well attended but not kids Christmas service, hard to know how to address this, dads' playgroup and wackys can help keep ppl connected, waiting on God to be part of connection, trying not to be as disappointed, connection now means when we meet them in community we're a familiar face,

9.3 [Dad's Playgroup](#)

Previn Blanchard

Question from the Wardens: You mention that the group provides a space for dads—many of whom are working men—to build relationships while giving their

partners a break. How have you seen this ministry support families in practical and meaningful ways?

A: Group on any given Sat morning is reasonable small, have received feedback that really important for the mums to have that break, one guy recently very regular who works away, has limited time for family time, is an avenue to connect with community, which can be challenging for them

9.4 [Fairview Ministry](#)

Rev. Jon Pinniger

Q: Some residents moved to higher care or passed away, what challenges are there caring for people as needs change over time?

A: 15 years ago management asked for someone to be chaplain, started one to one visiting, 9 years, after several years the position has been made redundant due to change in management, residents were not happy with this and advocated on behalf of others, 40 voted to reinstate position, letters in support from churches, 6 representatives (Jill Dixon and other nurses) spoke to CEO about importance of listening to older people, will never get proper pastoral care without time to listen, CEO is reconsidering. Quality of authentic Christian discipleship,

9.5 [Mothers' Union report](#)

Jenny MacRobb

Comments: Wondering how it will be sustained. Considering linking with Drouin branch,

Question from the Wardens: Your outreach projects are deeply appreciated by the community. Looking ahead, are there new partnerships or forms of support that you believe the Mothers' Union could explore, especially given changing capacities and needs?

A: Feel well supported when there's a project going,

9.6 Loose Threads

Inge Eckermann

Q: Small group and consistent, but a desire to grow, how can the group grow?

A: Sheryl put out new flyer and have advertised on facebook, invite personally,

9.7 Supporting Documents Provided to the meeting to support an overview of the work and activity of the parish in the preceding year.

9.8.1 WAC Mission and Vision 2020- 2025

Chair

9.8.2 Parish Council Strategic Planning Day Report 2025

9.8.3 Motion to accept all reports from Parish Groups

Moved: Previn Blanchard

Seconded: Frank Eckerman

All in favour: Unanimous

1:15 pm
(1 min)

10.0 Determination of the number of Parish Councillors

10.1.1 To determine of the number of Parish Councillors (being not less than two and not more than 6, unless it is 9, 12 or 15) to be elected and appointed in the following year.

Chair

Supporting Document:

[About the Determination of size of Parish Council](#)

[Composition of WAC Parish Council inc. Terms of Office](#)

[Parish Administration Act 1994 current at 16 November 2011.pdf](#)

Motion: That the number of Parish Councillors to be elected and appointed for the period 2024-25 be six (6).

Moved: Daniel Gebert

Seconded: Scott McArdle

In Favour: Unanimous

1:16 pm (2 min)	11.0 Election or Appointment of Representatives to the Parish Council	11.1 Election of up to two (2) Parishioners aged at least 15 years to represent youth at the Parish Council	Chair
		NOMINATIONS RECEIVED	
		1. Anna Sterling	
		2. Cohen Nicholls	

10.2 Election of two (2) persons who are electors of the Warragul Anglican Church Electoral Role to the position of Warden

NOMINATIONS RECEIVED

1. Nomination of **Cameron Nicholls** received from Jenny Worboys, seconded by Carol Monson and accepted by the Nominee
2. Nomination of **Michael Sterling** received from Cameron Nicholls, seconded by Carol Monson and accepted by the Nominee.

RECTOR'S APPOINTMENT OF A WARDEN

10.3 Adoption of one (1) person who is an elector of the Warragul Anglican Church to the position of Warden

1. **Alan Steenholt**, nominated by Rev. Daniel Gebert and accepted by the nominee.

RECTOR'S APPOINTMENTS TO PARISH COUNCIL
(being no more than 1/3 of the Parish Council)

10.3 Adoption of two (2) persons who are electors of the Warragul Anglican Church to the position of Parish Councillor

1. **Matt Hearn**, nominated by Rev. Daniel Gebert and accepted by the nominee.
2. **Vacant**

All persons nominated herein are fully compliant with Safe Ministry Standards for the role to be filled.

10.4 Election of up to Four (4) persons who are electors of the Warragul Anglican Church to positions as Parish Councillors.

NOMINATIONS RECEIVED

1. Nomination of **Inge Eckermann** received from Jill Dixon, seconded by Victoria Hare and accepted by the Nominee
2. Nomination of **Previn Blanchard** received from Deebthika Blanchard, seconded by Jacinta Hearn and accepted by the Nominee

3. Nomination of **Elizabeth Barber** received from Jenny MacRobb, seconded by Carol Allan and accepted by the Nominee
4. Nomination of **Neville Wallace** received from Victoria Hare, seconded by Jan Osborne and accepted by the Nominee

All persons nominated herein are fully compliant with Safe Ministry Standards for the role to be filled.

10.5.1 Motion to acknowledge that the Lay members of Synod (Synod Representatives) for the Synod meetings in the years 2025 – 2027 are as follows:

1. Jack Beamish
2. Victoria Hare
3. **Vacant**

Moved: Previn

Seconded: Scott

All in favour: Unanimous

10.5.2 Motion to acknowledge that the Supplementary Synod Representatives for the Synod meetings in the years 2025 – 2027

1. Angela Jacob
2. Sheryl Hastings
3. Elizabeth Barber

Moved: Matt Hearn

Seconded: Stacey Kearney

All in favour: Unanimous

1:18 pm **11.0 Other Elections** **11.1 The appointment of an auditor:** this person can be a certified accountant or Chair
(2 min) one who has a similar qualification as an auditor, or if no such person is available, of
two persons as joint auditors.

Motion: That **Gippsland Accounting and Financial Services** be appointed as Auditor
of the parish accounts for the next year.

Moved: Dan Armstrong

Seconded: Scott

In Favour: Unanimous

11.2 Election of a Mission Secretary

NOMINATIONS RECEIVED

1. Nomination of **Jill Dixon** received from Jenny Worboys, seconded By Cameron
Nicholls and accepted by the Nominee

**11.3 Election of four (4) persons who are electors of the Warragul Anglican Church
to represent the parish at Regional Deanery meetings of whom 2 shall be elected
as the primary representatives and 2 as the alternate representatives**

NOMINATIONS RECEIVED

1. Nil

2. Nil

3. (Supplementary) Nil

4. (Supplementary) Nil

11.4 The Appointment of a Youth Contact Person

NOMINATIONS RECEIVED

1. Nomination of **Jack Beamish** received from Jenny Worboys, seconded By Cameron Nicholls and accepted by the Nominee

11.5 The appointment of a Parish Correspondent for the Official Diocesan Newspaper, The Gippsland Anglican

Carol Monson appointed by Rev. Daniel Gebert, and accepted by the Nominee

team

11.6 Motion to Acknowledge the three (3) persons, plus one (1) supplementary person, appointed to represent the parish on the Clergy Appointments Advisory Board for the three (3) years 2024 - 2027 are as follows:

1. Michael Sterling
2. Carol Allan
3. Adelle McArdle
4. Michael Elbourne (Supplementary)

11.7 The appointment of one (1) person who are electors of the Warragul Anglican Church to the Warragul Regional College Chaplaincy Support Group.

NOMINATIONS RECEIVED

1. Nil

Vacant

1:20 pm (5 min)	12.0	Future Items of Business	12.1 Opportunity to raise items for future consideration by the Parish Council or a Church Meeting	Chair
1:25 pm (5 min)	13.0	Meeting Close	13.1 Review of Actions	Minute Taker
			13.2 Critical Friend	
			13.3 Next Annual General Meeting: 15th November 2026.	Chair
			13.4 Closing Prayer	Rev. Daniel Gebert
1:30 pm	Meeting Concludes			

Meeting Roles And Responsibilities:

The Chair: The role of a meeting chair is to facilitate the meeting and ensure that it runs smoothly and efficiently. The chairperson is responsible for the following:

Before the Meeting

- Set the agenda in consultation with the Warden's and Parish Priest in Consultation with Parish Council Members
- Review the agenda before the meeting and make sure that it is clear and concise
- Understand the purpose and desired outcome of each item

During the meeting

- Facilitate the meeting and ensure that it runs smoothly and efficiently.
- Develop and facilitate protocols for decision making
- Collaborate with the Time-Keeper to ensure the discussion is kept on track and ensure that all items on the agenda are covered.
- Encouraging participation from all members. The chairperson should make sure that everyone has a chance to contribute to the discussion. They should be impartial and avoid favouring any particular viewpoint.
- Monitor the meeting for shared understanding of the viewpoints raised, outcomes reached and consensus
- Maintaining order and decorum. The chairperson should ensure that the meeting is conducted in a respectful and orderly manner. They should intervene if there is any disruptive behaviour.
- Making decisions. If the meeting is unable to reach a decision on a particular issue, the chairperson may need to make arrangement to defer the decision or develop a protocol for reaching consensus

The Time-Keeper:

During the meeting

The role of a timekeeper in a meeting is to ensure that the meeting stays on track and doesn't run over time. The timekeeper is responsible for:

- Keeping track of the time for each item on the agenda and keep track of the time so that the meeting doesn't run over.
- Providing warnings when time is running out. The timekeeper should provide warnings when time is running out so that people can wrap up their discussions and move on to the next item on the agenda.
- Encouraging people to stay on topic. The timekeeper can remind people to stay on topic if they start to go off on a tangent.

- In consultation with the Chair make decisions about what to do when time runs out. If time runs out for a particular item on the agenda, the meeting may need to make a decision about whether to continue the discussion, table it, or come back to it later.

The Minute Taker:

During the meeting

The role of the minute taker in meetings is to record the proceedings of the meeting in a clear and concise manner. The minutes should accurately reflect the decisions that were made, and the actions that were agreed upon and the timeframes for any action. At Parish Council the Minute taker is usually the Parish Administrative officer and Secretary of Parish Council.

The minute taker is welcome to be an active participant in the meeting, but it needs to be recognised that the focus is to listen attentively and taking notes. To assist the minute taker to participate more fully in the meeting the Parish Council has adopted an agreed meeting template that pre-fills many of the important elements of record keeping related to minute taking.

The minutes of Parish Council should:

- Record mover/ seconder and number of respondents for each motion or decision as required including the number of absenters
- Record relevant actions, person responsible and timeframes relating to the decision
- The minute taker should also be prepared to ask clarifying questions if they do not understand something that has been said.

After the meeting

- Provide minutes to the Wardens meeting for validation before distributing minutes to attendees and making available to the congregation through the agreed channels. (Example: pinning a physical copy of the minutes on the church notice board.)