



**Minutes of a Circuit Meeting  
Held on 15<sup>th</sup> March 2016 at  
St Georges Methodist Church**

**1. Welcome**

The Revd. Tony Cavanagh welcomed all to the meeting.

**2. Opening Devotions**

Led by Revd Sue Gowling who took as her theme 'The Capacity for Forgiving'.

**3. Membership of the Meeting**

The list of Trustees was agreed and it was noted that there was present, one non-voting attendee.

**4. Apologies for Absence**

Deacon Suzie Viana, Mrs Joan Jackson, Mrs Debbie Priddey, Mrs Val Roantree, Mr Danny Plews and Mr David Pollington had sent their apologies and members were asked to add other names to the attendance list.

**5. Letters of Greeting and Items for Prayer**

Letters are to be sent to Revd. Mariel Frampton and Revd. George Yates.  
We are asked to remember John Scriven who is ill in hospital

**6. Minutes from 6<sup>th</sup> December 2015**

There is one amendment which will be made by the Circuit Office apart from which the minutes were approved – The second sentence of point 13.4 will be removed.

**7. Matter Arising**

There were none.

**8. Good News from the Churches**

None were reported

**9. Life of the Circuit**

**9.1 Staff News**

Probationer Deacon Sarah Wicketts will join the Circuit and will work, mainly at 'The Spire'. She will live in the Upton Manse.

**9.2 Stationing Update**

There is no news since the last meeting in December

### **9.3 2016/2017 Invitation Process**

Senior Circuit Steward Di Baggs presented a report of the process for re-invitations for four existing Circuit Ministers. See Appendix 1

### **9.4 Distribution of Circuit Directory**

With effect from the 2016/17 edition, each church within the Circuit will receive a copy of the directory and any person named in the directory may also receive a copy on application to the Circuit Office.

### **9.5 Report from the Preacher's Meeting**

The meeting received positive and encouraging reports on our preachers in training:

Denis Dean (10 quarters) and Les Smith (7 quarters) were continued 'On Trial', Angela Bartlett (2 quarters) was continued 'On Note'.

We give thanks for the life and witness of John Duncalfe, from Wareham, a former Local Preacher, who has died.

We also remember those who are suffering with health issues at this time.

It was confirmed that, during the current Connexional Year, all active preachers and worship leaders must obtain a current DBS certificate in order to continue exercising their ministry.

We continue the search for a Preachers' Meeting Secretary(ies) from September 2016 when the current secretaries retire.

Martin Holst introduced the suggestion that we should look at our individual and collective response to the EU Referendum Debate. He also asked that we explore the need for a better understanding of Islam. A small group agreed to explore possibilities.

### **9.6 Circuit Summer Event**

It was suggested that the Circuit hold an event, possibly in mid June. A number of suggestions as to venue were made. The idea was enthusiastically received.

### **9.7 Worship and Spirituality Conference**

Revd. Betto Viana spoke of the numerous meetings that had taken place in a number of churches and announced that we would hold a conference in the Autumn at which we would invite speakers from outside the circuit. He called for volunteers to help him organise the event.

## **10. Property**

### **10.1 Springbourne**

Jane S-A explained that a surveyor has been engaged to provide the Circuit with an updated rental evaluation for the Walpole Road property, as per the demands of the charity commission. At the time of the original lease being signed, the Circuit agreed to provide a grant to Springbourne Family Centre which was equal to the rental charged. This grant expires at the end of the current lease in May. The meeting was asked to consider if they will be

offering a further grant to Springbourne and if so, how much. The meeting agreed to consider this in line with future budgets. Jane S-A advised that she had received a report from the CEO of Springbourne Family Centre which outlines what services the centre offers. This will be sent around to all Trustees.

## **10.2 Property Schedules**

There are a number of Property Schedules outstanding. Both Kinson and Winton advised the meeting that their schedules had been deposited with the office. That leaves only Trinity. NB. This has since been completed.

## **11. Finance**

### **11.1 2014/2015 Accounts**

There are no changes from the draft accounts presented at the December meeting. A question was raised as to the sum of £432,739 under Other Expenditure and it was agreed that the Circuit Office would provide a breakdown of this figure. There was also a brief discussion as to whether to provide a breakdown of staff costs but the meeting voted against the need for this. With that, the meeting voted to adopt the accounts, with one abstention.

The meeting also voted to adopt:

- Key Issues Report
- Post Fieldwork Event
- Auditor's Report

### **11.2 Debit Card Policy**

The Circuit Office holds a Debit Card which is used for the purchase of materials, mainly 'On-Line'. Authority to use the card rests with the Circuit Manager. There was a brief discussion following which the meeting voted to adopt the policy with one abstention and one vote against.

### **11.3 Reimbursement of Expenditure Policy**

The policy was adopted without dissent

### **11.4 Suspicion of Fraud Policy**

There was a general discussion over this policy at the end of which it was agreed to refer the policy back for re-drafting.

## **12**

The meeting was reminded that the service of recognition for Deacon Suzie Viana would take place on Tuesday 26th April and it is hoped that all will attend.

The date of the next meeting is set for 8<sup>th</sup> June at Winton Methodist Church starting 7.30pm and will concentrate on Mission

There being no further business the meeting was concluded with the communal saying of 'The Grace'

## Appendix 1

**TIMETABLE FOR INVITATIONS AND STATIONING FOR 2017**

| <b>2016</b>      |   |
|------------------|---|
| March            | <ul style="list-style-type: none"> <li>• Circuit Invitation Committee appointed.</li> </ul>   |
| April            | <ul style="list-style-type: none"> <li>• District Training Session - Minister &amp; Circuit Steward</li> </ul>  |
| May              | <ul style="list-style-type: none"> <li>• Circuit Stewards to have conversations with Ministers.</li> <li>• Briefing and preparation meeting of Invitation Committee to outline the stationing process.</li> </ul>   |
| May to September | <p>Different stages of the process progress as detailed in the Code of Practice.</p> <p><b>WHERE AN EXTENSION IS REQUIRED</b></p> <ul style="list-style-type: none"> <li>• Meeting of invitation committee to arrange content and timetable of consultations.</li> <li>• Consultation period in local churches – Senior Stewards</li> <li>• Feedback and the circuit stewards, together, should prepare a written report on the consultations.</li> <li>• If an extension is sought, the Circuit Invitation Committee should meet to receive from the circuit stewards the report on the consultations.</li> <li>• Recommendations discussed and reasoned statement agreed.</li> </ul> <p>The reasoned statement shall then be circulated in confidence to the members of the Circuit Meeting <b>two weeks</b> before the meeting.</p> <p><b>WHERE A NEW APPOINTMENT IS REQUIRED</b></p> <ul style="list-style-type: none"> <li>• Circuit stewards must inform their District Chair as soon as they are aware of a potential vacancy in order that appropriate advice and support may be offered.</li> <li>• By mid-September Circuit Profiles for appointments to be with the District Chair and District Lay Stationing Representative – CLT and Circuit Meeting Approval.</li> </ul> |

The stationing process is a stressful time for ministers, their spouses/partners and families therefore can I ask this meeting to uphold them in your prayers during this time.

For those involved in the Invitation Process over the next few months, may I ask you to treat the matter with great care, sensitivity and most of all confidentially?

Appendix 2

**Stationing 2016 for September 2017 – Invitation Committee Members**

**Committee for: Rev Tony Cavanagh – Superintendent**

Ministers: Betto Viana, Chris Moreton, Mark Kimber, Sue Gowling, Suzie Viana

Circuit Stewards: Di Baggs, Linda Shah, Carol Joy, Steve Shipton-Ashwell, Glyn Owen, Ron Locke,

Circuit Office Manager: Jane Shipton-Ashwell

Church Stewards: Barbara Talbot, David Pollington, Sheilah Goddard, Andrew Creamer, Dorothy Haynes, Sylvia Hawes, Kevin Thomas, Chris Snape, Ros Murray, Judith Holmes, Pam Brown, Eileen Osgood

Total No. of Members – **24**

**Committee for: Rev Chris Moreton**

Minster: Tony Cavanagh, Betto Viana, Mark Kimber, Sue Gowling, Suzie Viana

Circuit Stewards: Di Baggs, Linda Shah, Carol Joy, Steve Shipton-Ashwell, Glyn Owen, Ron Locke,

Circuit Office Manager: Jane Shipton-Ashwell

Church Stewards: Sylvia Hawes, Eileen Osgood, Judith Holmes

Total No. of Members – **15**

**Committee for: Rev Mark Kimber**

Minster: Tony Cavanagh, Betto Viana, Chris Moreton, Sue Gowling, Suzie Viana

Circuit Stewards: Di Baggs, Linda Shah, Carol Joy, Steve Shipton-Ashwell, Glyn Owen, Ron Locke,

Circuit Office Manager: Jane Shipton-Ashwell

Church Stewards: Barbara Talbot, Sheilah Goddard, Andrew Creamer, Chris Snape

Total No. of Members – **16**

**Committee for: Rev Sue Gowling**

Minster: Tony Cavanagh, Betto Viana, Chris Moreton, Mark Kimber, Suzie Viana

Circuit Stewards: Di Baggs, Linda Shah, Carol Joy, Steve Shipton-Ashwell, Glyn Owen, Ron Locke,

Circuit Office Manager: Jane Shipton-Ashwell

Church Stewards: Barbara Talbot, Sheilah Goddard, Andrew Creamer, Chris Snape

Total No. of Members – **16**

Unsigned Draft