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Template vestry meeting agenda

**Introduction:**

It is good practice to set an agenda for select vestry meetings in order that all members are aware of the purpose of the meeting, the business to be discussed and decisions to be made.

The agenda should be set by the secretary in consultation with the chairperson and circulated to all members in advance of the meeting. Items which members wish to be included on the agenda of an upcoming meeting should be submitted to the secretary in good time.

Select vestry meetings usually follow the same basic structure. There are certain items which should be considered at every meeting such as ensuring there is a quorum, agreeing the previous meeting’s minutes and checking for conflicts of interest in the proposed business of that meeting. However, much of the content will depend on the current needs of the parish and the select vestry’s activities at the time. The template agenda below is for guidance only.

Please note the included conflict of interest statement at the bottom of the agenda. The parish [**conflict of interest policy**](https://www.ireland.anglican.org/cmsfiles/pdf/Resources/ParishResources/SelectVestry/Charities/H-Conflict-of-Interest.docx) requires that this is included on each agenda and that any conflicts noted, along with the decision taken, are recorded in the minutes:

**How to use this document:**

In the field below marked [Parish Name], please type the name of the parish as it appears on the CRA registration, this will then add the parish name to any area in the document where it is referenced.

Charity Name: **[Parish Name]**

**Agenda**

1. Apologies for Absences (if any)
2. Declaration of quorum
3. Opening prayer
4. Minutes of the last meeting
5. Conflicts of interest check
6. Actions relating to previous meetings
7. Items to be discussed and decided
8. Finance update
9. Reports from sub-committees or working groups
10. Routine maintenance and repairs
11. Correspondence (if any)
12. Any other business
13. Date, time, and place of next meeting (if known)
14. Closing prayer

**CONFLICT OF INTEREST**

Any member of the **[Parish Name]** or a sub-committee thereof, who has (or whose family member or business partner has) a pecuniary or other material interest in any matter which is the subject of consideration at a meeting at which the member is present, shall declare an interest in the matter and withdraw from the meeting for the duration of discussions or decision making on the matter. No sub-committee of **[Parish Name]** shall, without the consent of **[Parish Name]**, resolve that the **[Parish Name]** will enter into a contract with a member of the sub-committee or with any company of which that member is a partner, director or controlling shareholder provided that this shall not apply to any matter which is remote or insubstantial. Every declaration of interest shall be recorded in the minutes.