



NOTICE OF ANNUAL GENERAL MEETING

The first general meeting of the Ecclesiastical Law Society as a Charitable Incorporated Organisation (CIO) will take place during the course of the Society's conference on 28 March 2020 at Minerva House, 5 Montague Close, Southwark, London SE1 9BB commencing at 12.30 pm to transact the following business:

1. To receive apologies for absence
2. To note the minutes of the annual general meeting of the Ecclesiastical Law Society as an unincorporated association on 6 April 2019
3. To receive the Trustees' Annual Report
4. To receive the Society's Statement of Accounts for the period from the registration of the CIO on 5 December 2018 to the end of its accounting year on 30 June 2019. The CIO was not operational during this period. The assets of the Ecclesiastical Law Society as an unincorporated association were transferred to the CIO on 30 June 2019.
5. To note, for information, the closing accounts of the Ecclesiastical Law Society as an unincorporated association for the year ending 30 June 2019 (whereupon its assets were transferred to the CIO).
6. To elect the Right Reverend Christopher Hill as President of the Society for a period of five years.
7. To elect the Right Reverend Stephen Conway as Vice-Chair of the Society for a period of two years.
8. To elect eleven Charity Trustees, each to serve for a period of three years, subject to provision for retirement by rotation. Whilst other candidates may be nominated prior to or at the AGM, the Chairman will invite those members present to elect the following eleven individuals *en bloc* to provide continuity of leadership during the

first full year of the Society as a CIO.

One third of those who are elected will retire next year, to be determined by lot.

The Worshipful Ruth Arlow
The Venerable Simon Baker
Paul Barber
The Reverend Paul Benfield
Frances Godden
The Right Reverend Christine Hardman
Benjamin Harrison
Mrs Anne-Marie Organ
The Revd Christopher Smith
Luke Tatam
Mrs Elizabeth Wilson

Frank Cranmer will be put forward for co-option as an Additional Charity Trustee, while continuing to draft the Parliamentary Report for the *Ecclesiastical Law Journal*, and manage the Society's Twitter account. At his request, the Revd Russell Dewhurst will stand down as a Trustee but continue to offer his services to the Society in the running of the Society's website and the provision of IT expertise and support.

9. To note the agreement of the Right Reverend Stephen Cottrell to be appointed a Patron of the Society upon his translation to the Archbishopric of York later this year.
10. To consider any other resolution of which the Executive Secretary shall have received written notice at least 14 days before the Meeting.
11. Any other business which the Chairman in his discretion may allow.

March 2020
John Ford, Executive Secretary,
Ecclesiastical Law Society
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Westminster
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Email: execsec@ecclawsoc.org.uk

Charity Commission registration number: 1181002

ECCLESIASTICAL LAW SOCIETY
Minutes of the 32nd Annual General Meeting

held at Cumberland Lodge, Windsor Great Park
at noon on Saturday, 6th April 2019

The Chairman, Professor the Worshipful Mark Hill QC, in the Chair:

The Chairman paid tribute to the late Caroline Mockford, Registrar of the Diocese and the Province of York, and partner in the firm of Lupton Fawcett who had died suddenly on 5th March 2019. Caroline was a gifted ecclesiastical lawyer and was much loved by many in the Society. The Vice Chairman had represented the Society at her funeral at York Minster and written an obituary which was published on the Society's website and in the Church Times. The meeting stood in silence to honour her memory.

1. Apologies

The apologies were taken as read and a full list of apologies is preserved in the Minute Book together with a list of those present.

2. Minutes of the 31st Annual General Meeting held on 17th March 2018

The Minutes of the 31st Annual General Meeting held on 17th March 2018 were approved *nem con* and signed by the Chairman.

3. Chairman's Report

The Chairman introduced his written report, which had been circulated in advance of the meeting and was included in the conference brochure. The written text accompanies these Minutes. He drew special attention to the fact that much of the Committee's time had been devoted to the change to the new CIO and he expressed his personal thanks to the Governance Group for their work. He also paid tribute to Stephen Slack for his contribution to the Society, now that he was retiring from the Legal Office of the Archbishop's Council and from serving on the Society's Committee.

4. The Society's Finances

The Treasurer's report and the unexamined accounts for the period of 12 months to 30 June 2018 had been circulated and were presented and approved. There were no questions from the floor. The Treasurer was thanked for his work.

5. Election of Committee

The President, Dr Sheila Cameron QC took the Chair for this item.

Officers

The foregoing were elected *nem con*.

Chairman	Professor the Worshipful Mark Hill QC
Vice-Chairman	The Revd Canon John Rees
Treasurer	Mr Darren Oliver
Secretary	Mrs Elizabeth Wilson
Deputy Secretary	Mr Benjamin Harrison

Other Committee members

To achieve consistency during the process of transition from unincorporated association to CIO, the Committee had resolved at its meeting on 27 February 2019 that those members who retire by rotation at this AGM and would ordinarily have offered themselves for re-election will be co-opted back onto the Committee until such time as the unincorporated association is dissolved. They are Frank Cranmer and the Revd Russell Dewhurst. Accordingly, the AGM was not invited to elect any other Committee members

6. President

The Chairman paid warm tribute to Sheila Cameron QC following her decision to stand down as President and thanked her for the support and guidance that she had given to the Society, both as a founder member and as President, in succession to Bishop Eric Kemp. A presentation of a card (signed by all those attending the conference) and various gifts was made to Sheila, who expressed her thanks for them and her pleasure at the success of all of the various activities in which the Society was engaged.

The Chairman was pleased to nominate the Right Reverend Christopher Hill as the Society's Third President. He was duly elected by acclamation. The Chairman then pointed out that as the Society was in the process of being dissolved, Bishop Hill's presidency would be likely to be rather short. The Chairman tested the mood of the meeting as to whether it would wish Bishop Hill in due course to be elected President of its successor body, the CIO. This suggestion was very favourably received.

7. Other resolutions

There was none.

8. Forthcoming ELS events

The AGM noted forthcoming events to be organised by the Society, particularly the London Lectures and the Northern Province Lectures. The Society's day conference next year would be held at Minerva House, Southwark on Saturday 28 March 2020 and would address the subject of Synodical Government. It was hoped that the Archbishop of York, Patron of the Society, would be the principal speaker [and this has since been confirmed].

9. Any Other Business

The Chairman invited the Venerable Simon Baker to talk about the work of the Education Committee which he chairs, and the Revd Russell Dewhurst about the plans to update the Resources section of the website.

Simon Baker reported that the Education Committee had held training events in both the Northern and the Southern Provinces on churchwarden training and proposed to hold practical workshops on good governance in the coming year. This will include reference to the new Church Representation Rules. The workshops will be targeted at parochial clergy and churchwardens, to encourage best practice.

Russell Dewhurst demonstrated some the material now available on the Society website and encouraged anyone with an interest and time to help him and the Committee improve and update content across a wide range of issues arising in ecclesiastical law, aimed at people unfamiliar with it but looking for a brief summary of the law and where to go for advice.

The AGM joined the Chairman in thanking Simon, Russell and their teams for all they have done in furthering the educational purposes of the Society.

The Dean of Arches drew to the meeting's attention the existence of a list of Counsel available for *pro bono* faculty work, which was maintained by Philip Petchey.

The Chairman observed that this would be the last AGM of the Society as it is intended that it be wound up once its assets have been transferred to the CIO in June. He invited the meeting to record its appreciation to those who had established the Society in 1987 and the many individuals who had served as presidents, officers, committee members, and executive officers or administrators. We owe to them all – individual and collectively – a very great debt of thanks.

The meeting was declared closed at 12.35.

Signed

Dated

ECCLESIASTICAL LAW SOCIETY (CIO)

(Registered Charity Number 1181002)

Accounts for 2018/19

RECEIPTS AND PAYMENTS

beginning with registration on 5 December 2018 for the year ending
30 June 2019

RECEIPTS	2018/19
	£
Total Income	0.00
PAYMENTS	
Total Expenditure	0.00
Surplus/(Deficit) of Receipts over Payments	0.00
Current assets at start of year	0.00
Current assets at end of year	0.00

Notes to accounts for the year ending 30 June 2019:

1. The charity is a Charitable Incorporated Organisation registered with the Charity Commission under number 1181002. The charity was established as a successor body to the unincorporated charity of the same name (number 296553).
2. These accounts cover the period from the date the charity was entered onto the register of charities (5 December 2018 to 30 June 2019).
3. No income was received, no expenditure was made and no assets were held during this period.

Darren Oliver
Treasurer

ECCLESIASTICAL LAW SOCIETY

(Registered Charity Number 296553)

Accounts for 2018/19

RECEIPTS AND PAYMENTS FOR THE YEAR ENDING 30 JUNE 2019

RECEIPTS	Notes	2018/19 £	2017/18 £
Members' subscriptions	3	35,109	20,670
Conference and events fees:			
<i>2018 (Day) Conference</i>		-	3,525
<i>2019 (Residential) Conference</i>		25,140	3,620
<i>Grant – Dean and Chapter of Westminster</i>		4,000	
- <i>Grant – Bishop of Norwich</i>		4,000	-
<i>Training Day: Education</i>		1,435	480
<i>Lyndwood Lecture</i>		1,380	310
CUP royalty payments		4,804	5,343
Sales: M. Hill <i>Ecclesiastical Law</i>		9,200	-
Interest received		120	58
Other miscellaneous income	4	791	3,471
Total Income		85,979	37,477
PAYMENTS			
Journal costs	5	9,278	9,000
Conference and events costs			
<i>2017 (Residential) Conference</i>		-	354
<i>2018 (Day) Conference</i>		95	4,630
<i>2019 (Residential) Conference</i>		35,009	-
<i>Training Day: Education</i>		664	495
<i>Lyndwood Lecture</i>		848	-
<i>London Lectures</i>		14	19
Purchases: M. Hill <i>Ecclesiastical Law</i>		9,557	-
Grants Awards and Presentations		700	600
Administration costs:			
<i>Website</i>		2,428	2,406
<i>Masding Library</i>		-	263
<i>Other administrative costs</i>	6	19,344	15,409
<i>Independent examiner's fees</i>		618	600
<i>Bank and subscription collection charges</i>		928	822
Total Expenditure		79,483	34,598

Surplus/(Deficit) of Receipts over Payments	6,496	2,879
Current assets at start of year	39,010	36,131
Current assets at end of year	45,506	39,010
Cash at Bankers: COIF Deposit	17,859	17,763
CAF Bank	27,647	21,247
Total Current Assets	45,506	39,010

Notes to accounts for the year ending 30 June 2019:

4. All the funds of the Society are unrestricted as defined by the Charities Act 2011.
5. These accounts cover the period from 1 July 2018 to 30 June 2019.
6. Members' subscriptions are collected by cheque, direct debit, electronic transfer or credit card via the Society's website, and recorded on a cash basis. The total membership subscription income includes the sum of £7,023.62 received in the 2018/19 this accounting period as advance payments of membership subscriptions for the 2019/20 period.
7. The 2017/18 entry includes a compensation payment of £3,276 from our previous bankers for incorrect charges made on the account.
8. The Society remains responsible for honoraria for the Editor and the Assistant Editor, and their related costs and expenses as indicated. In 2018/19 these totalled £9,000.
9. The administrative costs included the salary of the Administrator set by the Committee at £15,000, his expenses and other administrative costs, e.g. travel expenses for Committee and sub-committee meetings, postage, office and stationery costs.
10. All of the charity's assets and liabilities of the charity were transferred to the Ecclesiastical Law Society (Charitable Incorporated Organisation registered charity number 1181002) on 30 June 2019.

Darren Oliver
Treasurer

TRUSTEES REPORT

Long-standing members of the ELS, whether in its former legal personality as an unincorporated association or its new iteration as a Charitable Incorporated Organisation (CIO), will be familiar with this annual report on the Society's activities. But there is a distinction between this one and those that have gone before. Hitherto, it was headed Chairman's Report and travelled under the name of the Chairman, but article 12(1) of the CIO constitution expressly states that the AGM must receive the trustees' annual report so this document is no longer exclusively mine: rather it is the collective report of each and all of the Trustees, directed to each and all of the members. Thus it has been drafted earlier in the year than previously, and tabled at a prior Trustees' meeting for comment and approval. It is therefore appropriate that the first Report under the new dispensation identifies all the Trustees who stand behind it. They are:

The Worshipful Mark Hill QC, Chairman

The Rt Revd Stephen Conway, Vice Chairman

Darren Oliver Esq, Treasurer

The Worshipful Ruth Arlow

The Venerable Simon Baker

Frank Cranmer Esq

The Revd Russell Dewhurst

Miss Frances Godden

Benjamin Harrison Esq

Mrs Elizabeth Wilson

The Rt Revd Christine Hardman

Paul Barber Esq

The Revd Paul Benfield

Mrs Anne-Marie Organ

The Revd Christopher Smith

Luke Tatam Esq

The Trustees met four times during 2019: in February, May, July and October. In addition the Standing Committee continued its practice of monthly telephone meetings transacting the routine business of the Society. The change in nomenclature from Committee Meetings to Trustees' Meetings is more than superficial. It serves as a reminder of the concept of trusteeship which carries legal duties as a matter to Charity law, as well as duties to the membership to carry forward the charitable objects of the Society, principally 'to promote

education in ecclesiastical law'. But it should be remembered that the role of Trusteeship is one of oversight: we need to move away from the expectation that all the work of the Society is to be done by Trustees or – worse – a small sub-set within the Trustees.

The past year

Traditionally this report has covered events during the calendar year prior to the AGM so I will focus on 2019, in the middle of which the assets and liabilities of the ELS were transferred from the unincorporated association to the CIO. So what I say is of relevance to both iterations of the Society which have existed in parallel throughout the year, albeit the work of the Society (and the membership) migrated from the one to the other on 30 June 2019. It is expected that the unincorporated association will be formally dissolved in the coming months and thereafter removed from the Register of Charities. A closing statement of account will be tabled for information at the AGM, revealing the buoyant state of the Society's finances when the assets were transferred. The CIO's statement of accounts (circulated with the Notice of AGM) show a zero balance as it was not operational during the period from its registration with the Charity Commission on 6 December 2018 to 30 June 2019, when its accounting year ended.

Royal patronage

Judging from the feedback, the crowning glory of 2019 was the Society's residential conference in Cumberland Lodge, Windsor. Whilst the accommodation might have been a little cosy, it provided a magnificent and elegant backdrop for a series of first-rate lectures by leading experts offering opinions on the nature of establishment, several of which have subsequently graced the pages of the *Ecclesiastical Law Journal*. Admittedly, time to enjoy the Great Park was limited, but this was the inevitable consequence of cramming most of the lectures into the Saturday to free up time on Sunday to attend morning service at the Royal Chapel of All Saints, after which many of the participants at the conference were presented informally to Her Majesty the Queen. This was the first occasion on which the Supreme Governor has participated at an ELS event. In conversation with her, I delicately avoided the fact that the topic of our conference had been church-state relations in the post-Elizabethan age.

Education

Whilst the mechanics of transitioning to a CIO absorbed much of the Trustees' time and energy, the focus of their work remained the promotion of education in canon law. The education sub-committee, ably led by Simon Baker, is at the hub of the Society's work particularly the frequent workshops and seminars aimed variously at trainers, churchwardens, and PCC members. But all the other work of the Society has education at its heart, and this continues apace, notably the Journal, the Website and Twitter account, the Newsletter, the London Lectures, the Northern Province Lectures, and occasional *ad hoc* events. We are grateful to all those who work tirelessly to ensure the success of these ventures.

Governance

The CIO has put in place a series of policies, some adopted wholesale from the unincorporated association, others inherited and revised, and a few created afresh. The suite of policies are listed below and a process for periodic review has been agreed.

Communications Policy

Complaints Policy

Conflicts of Interest Policy

Investment Policy (incorporating the previously separate Reserves Policy)

Risk Management Policy

Data Security Policy

Data Protection Policy

Privacy Policy

Safeguarding Policy

Volunteers Policy

The Trustees completed a risk assessment and this will be revisited at least annually.

Personnel

Last year the unincorporated association elected Bishop Christopher Hill as President in succession to The Right Worshipful Dr Sheila Cameron CBE, QC after a decade in office and warm tributes were paid to her. Bishop Christopher was one of the 'assets' transferred to the CIO last June. I am confident that this year's AGM will elect him with acclamation as President of the CIO. We welcome the Archbishop of York to give the keynote address at this year's conference, as his term of office draws to an end, and I am, delighted to report that Bishop Stephen Cottrell has signified his willingness to succeed him as Patron of the Society upon his translation from Chelmsford to York

Sadly, in the course of the year, Canon John Rees felt he should step down as Vice Chairman as health concerns compelled him to adjust his workload. John's service to the Society as Treasurer for many years, then briefly as Chairman and then latterly as Vice Chairman has been considerable. We are greatly in his debt. We are thrilled that the Bishop of Ely, the Rt Revd Stephen Conway has agreed to succeed him. The Society will benefit from Bishop Stephen's high profile in the national church and in the House of Lords, although his heavy commitments elsewhere inevitably mean he will be less involved in the routine work of the Society.

Andrew Male has served as the Society's administrator for ten years or more. During this time his workload has increased considerably by assuming the duties previously undertaken

by the Secretary and Deputy Secretary whose roles became obsolete several years ago and have not been carried over into the CIO. Andrew indicated his wish to decrease his responsibilities and focus on the 'back office' element of the role particularly membership and book keeping. Rather than lose him, the Trustees decided on an interim solution retaining Andrew for these functions while recruiting an executive secretary to service the Trustees and to coordinate the other activities of the Society. In December, John Ford, recently returned from episcopal ministry in Australia, was appointed to that post. This robust short-term arrangement will serve the Society for the next eighteen months or so, allowing the Trustees to review administration to find the best long-term solution for the expanding work of the Society. We are grateful to Luke Tatam for leading this review and producing preliminary recommendations. We thank Andrew Male for all he has done, and Sarah Neden for the assistance she has given him. We also acknowledge the generous support of Lee Bolton Monier-Williams, Winckworth Sherwood (London), and Francis Taylor Building Chambers for providing meeting rooms and refreshments, and express our gratitude to Wrigleys Solicitors LLP, for their continued sponsorship of the Society's Northern Province Lectures.

Membership

Gentle recruitment campaigns have brought the Society's membership to nearly 700, the highest in its history. Andrew Male reports that the special offer of the paperback version of the fourth edition of Hill's *Ecclesiastical Law* has been a contributory factor, as people have joined the Society to avail themselves of the offer. It should be recorded that the Chairman waived his royalties, and derives no personal benefit from this arrangement.

The future

So at this the first AGM of the new CIO, the Trustees are pleased to report on the health of the Society. But we need new members if we are to continue to deliver on our growing programme, and we need volunteers to assume responsibility for areas of the Society's work. The Trustees have planned a Strategy Day for Saturday 13 June 2020 to address administration and set clear and achievable goals for the coming years. We need to start breeding the next generation of leaders, identifying potential future Trustees, and welcoming fresh faces in all aspects of the Society's life. And, as every year, we seek the prayers of the membership for the Trustees, as partners in the gospel, giving of their time and talents in the mission of God's church.

Mark Hill QC

Chairman, Ecclesiastical Law Society (CIO)

For and on behalf of the Trustees

St David's Day, 2020