

# St Thomas, Jersey

## ITEMS TO CHECK BEFORE RATIFICATION OF NEWLY ELECTED PARISH COUNCIL MEMBERS

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1. Legality of the meeting (quorum). *not established in Minutes*
2. Copies of:
  - ✓ a) notice of meeting (with mailing date). *No*
  - ✓ b) Agenda
  - ✓ c) Ballot sheets with received ballots for:
    1. Officers of the assembly
    2. Parish Council
    3. Auditing Committee
    4. Nominating Committee
    5. Diocesan Delegates*with number of votes for each.*
- ✓ 3. Report form submitted by Diocese with signatures.
4. Reports presented to Parish Assembly:
  - ✓ a) Pastor's Report *unsigned*
  - ✓ b) Parish Council's Report *unsigned*
  - c) Committee's reports
- ✓ 5. Financial Report
6. Minutes of the Parish Assembly
- ✓ 7. Have assessments been paid?
- ✓ 8. Have 1982 assessment figures been included in the budget?
- ✓ 9. Certification of newly elected Diocesan Delegates
- ✓ 10. Clergy Stipend
11. *Assembly Report should contain all Delegates*
12. *Meeting #1 must show legality of a quorum in order for nominations from the floor to be legal.*

13. Mtg. # ✓ does not specify whether a quorum was present.

14. Election results <sup>are</sup> not indicated with number of ballots in minutes.

15. Due to size of membership your Parish is entitled 5 delegates & an alternate. Please review this situation at once & advise.  
(Also verify number of members)