

THE 170th MEETING OF LICHFIELD DIOCESAN SYNOD

Saturday 18th November 2023, 9.30 am

The Catalyst Building, Staffordshire University, Leek Road, Stoke-on-Trent, ST4 2DF

GENERAL NOTES

ATTENDANCE

All Members will be asked to 'sign-in' at the Registration Desk on arrival. Please take your seat by no later than **9.25 am**

NAME TABS

If you did not attend the last meeting, there will be a name tab to collect at the registration desk.

LOCATION

The address and postcode are as above.

TRANSPORT AND PARKING

Please note that the building is a short walk from Stoke-on-Trent railway station (see map). There is ample parking adjacent to the building. This will be free of charge for those attending this meeting.

TIMINGS

Please note that the times indicated on the agenda are approximate only. The order of business may also be varied.

VISITORS

Visitors are asked to make themselves known at the Registration desk.

REFRESHMENTS

Tea/coffee will be served from 9 am.

SMOKING

Smoking is not permitted in the building.

FURTHER INFORMATION

Any enquiries and notices of inability to attend should be addressed to:

The Diocesan Secretary
St. Mary's House
The Close
Lichfield
WS13 7LD
(01543 306067)
e-mail: jo.durber@lichfield.anglican.org

NOTICE OF MOTIONS AND AMENDMENTS

Notice of any motion which a private member or deanery synod wishes to put to meeting of the Synod shall be delivered to the Secretary for consideration (where necessary) by the Agenda Planning Committee not later than the following period before the meeting of Synod:

- (a) Members' motions and Deanery Synod motions – 60 days;
- (b) Follow-on Motions arising from the Agenda – 7 days;
- (c) Receive a Report motions 2 days; save that the Agenda Planning Committee may decide to accept shorter notice if it considers it expedient so to do. Where the Agenda Planning Committee decides not to include a proposed item of business on the agenda for any meeting, the Secretary shall cause a motion to Receive a Report on their decision to be included on the Agenda.

The Notice of business should include the text of any motion or a description of the topic for debate.

Save for urgent or other especially important business added to the Agenda by direction of the President, no business shall be considered at an ordinary meeting other than that specified in the Agenda or arising from business so specified. In the case of a special meeting only the business specified in the Agenda may be transacted.

Any member may on giving not less than 5 days' notice to be delivered to the Secretary at St Mary's House, The Close Lichfield WS13 7LD submit any resolution or special business for a General Meeting of the Diocesan Board of Finance. Notice of this business shall be inserted in the agenda of the next meeting of the Diocesan Board of Finance. If the agenda has already been despatched an additional notice should be sent.

QUESTION TIME

Under Standing orders it had been our usual procedure to ask for ten days' notice to be given to the Secretary for members of Synod to ask a question about any area of Diocesan life.

Written questions can still be submitted under these rules, however, recently we have been working largely informally at Synod, without the constraints of Standing Orders, and are therefore prepared to take questions on the day if the Chair deems this possible within our time constraints. Detailed answers cannot be guaranteed on the day but will be followed up by written response after the meeting.

In terms of formal written questions, one supplementary question may be asked by the member and up to two further supplementary questions may be asked by other members in respect of the original question. A member may ask no more than two original questions at any one meeting but may ask a first supplementary question in respect of each.

A question or a supplementary question must be framed as a straightforward and succinct question. A question shall relate to the duties of the person to whom it is addressed, or to the business of a body of which that person is a member or officer. Questions shall not ask for an expression of opinion or for the solution of either an abstract legal question or a hypothetical problem.

The person to whom the question is asked may refer it for reply to a more appropriate person or persons or (if the person is not present) authorise another person to reply on his/her behalf. If no reply is given the President may nominate another person to reply or (if (s)he thinks it appropriate) instruct the Secretary to reply. In the case of a supplementary question requiring a detailed explanation or further research a written reply may be provided which will normally be provided within ten working days and the written reply shall be published with the Minutes of the meeting of Synod.

Main questions should be submitted preferably by email to: jo.durber@lichfield.anglican.org or to the Secretary at St. Mary's House, The Close, Lichfield, WS13 7LD not later than midday on **Wednesday 8th November**.