

Paper A5

Minutes Secretary

Business Committee

Basic information

Contact name and email address	Michael Hopkins michael.hopkins@urc.org.uk
Action required	Decision.
Draft resolution(s)	<ol style="list-style-type: none">1. Acting on behalf of General Assembly, Assembly Executive thanks the Revd Ken Forbes for many years of service as Minutes Secretary across two separate terms of service since 2000, and offers him every good wish in his forthcoming retirement.2. Acting on behalf of General Assembly, Assembly Executive appoints Morag McLintock and Andy Braunston jointly to share the role of Minutes Secretary to General Assembly and Assembly Executive from the close of Assembly Executive for the time being.

Summary of content

Subject and aim(s)	Appointing a Minutes Secretary.
Main points	Thanking the outgoing Minutes Secretary, and appointing a replacement.
Previous relevant documents	N/A
Consultation has taken place with...	Business Committee contacted Synod Moderators and Synod Clerks seeking suggestions of possible people to serve as Minutes Secretary.

Summary of impact

Financial	By using people already attending the meeting there will be no additional travel or accommodation costs.
External (eg ecumenical)	N/A

1. Last time a Minutes Secretary was needed, the Revd Ken Forbes, who had served previously in the role, agreed to serve again, and was appointed.
2. Mr Forbes is retiring in June 2024, and has intimated that he wishes to retire from the role of Minutes Secretary at the close of Assembly Executive in February 2024. Executive is invited to thank Mr Forbes.
3. Synod Moderators and Clerks were contacted seeking suggestions. Only one name was given, and that person chose not to pursue the opportunity.
4. In the past, Andy Braunston has stepped in as Minutes Secretary at short notice to cover ill health. However, he lives at a great distance from where Executive and General Assembly normally meet, and travel cannot always be relied upon, especially in the winter.
5. Morag McLintock is also Minutes Secretary for the Synod of Scotland, but is unable to take on the role entirely for all meetings of General Assembly and Assembly Executive.
6. Assembly Executive is invited to appoint Morag McLintock and Andy Braunston jointly as Minutes Secretary for the time being. Both individuals are normally in attendance at Assembly Executive and General Assembly, and so there will be no extra costs for travel or accommodation.