

APPENDIX 10

ORDER AND FORM OF BUSINESS IN THE ANNUAL MEETING OF TRUSTEES OF CIRCUIT TRUSTS

1. What Trust property is there in this circuit? Who are the Trustees of the various Trusts? Where are the Deeds? Does any Trust require the appointment of new Trustees?
2. If any property is leasehold how long has the lease to run?
3. What is the state of each part of the Trust property as regards repair?
4. Are the buildings, fixtures, organ and furniture adequately insured against fire? With what company has the insurance been effected? Where are the policies? Have the insurance premiums for the current year been duly paid?
5. Have the Lay Evangelists, Organists, Church Officers and any other persons employed on the premises casually or otherwise, been insured to provide against liabilities imposed by the relevant Acts of Parliament and of Da \square il Eireann? With what company has the insurance been effected? Where are the policies?
6. Are the Trustees insured against liability for accidents to Sunday School pupils and to young people of other Circuit organisations, which may occur on Church premises or whilst they are under the care of the School authorities?
7. Are there any encroachments on the Trust property? Are there any rights-of-way or rights-of-light, etc., to be preserved? If so, are the Trustees protected either by an agreement, or by an annual payment? Should any steps be taken to prevent the enjoyment or acquisition of such rights over the Trust property?
8. Is there any income arising from rents or investments in respect of which Income Tax has been paid or deducted? If so, has the tax been re-claimed?
9. Have the Accounts been audited? What is the report of the auditors?
10. Has any new liability been incurred during the year? How is it secured? How is it proposed to meet it?
11. What is the total Trust debt? On what conditions is it arranged?
12. Is suitable provision made for the safe custody of the Baptismal and Marriage Registers and for completed Minute Books and Registers of the Circuit?
13. Has any legal document connected with the Trust been executed during the year?

14. Is the Trust entitled to benefit from any charitable bequest? If so, how is the principal invested? What is the income for the year, and how is it to be applied?
15. Are the Trust premises being used only for purposes consistent with the Statutory Trusts and the regulations of the Conference?

Note

- (a) A record of the answers to the above questions should be entered in the Minute Book of the Trustees' Meeting.
- (b) When it is not convenient to hold a Trustees' Meeting the March Quarterly Meeting shall include the foregoing questions in its Agenda.