



MINUTES of the ANNUAL VESTRY MEETING

HELD on SUNDAY, 30 May 2021 at 18:30 in person and via ZOOM

PRESENT: In person : 37 members and 1 non-member; Online 39 members and 3 non-members.

APOLOGIES : Shirley Dicks, Mark Westgate

1. BIBLE READING AND PRAYER :

Rev Van Veen read from Psalm 46 where we see how we, as Christians, are to approach uncertain times like those we have faced with the outbreak of the pandemic. The Psalm begins with a declaration of praise in WHO our God is. He is sovereign, He upholds His Kingdom and protects His people. God is our refuge and our strength. God says 'be still and know that I am God'. We are to remember that God is ALWAYS sovereign over all.

Rev Van Veen then prayed.

2. CONFIRMATION OF MINUTES OF AVM – 2nd September 2020

The Church Council, at their meeting on 14th September 2020 had provisionally confirmed these minutes but they still need to be accepted by the AVM. Rev Giles called for their adoption.

They were proposed by John Child, seconded by Michael Temple and unanimously accepted by the meeting.

3. MATTERS ARISING (Not dealt with later in the agenda) :-

Nothing to report.

4. RECTOR'S REPORT

Rev Giles gave the following report:

Thank you for the opportunity to present my report

- traditionally this is a verbal report and invariably the longest
- opportunity for me to share something of my heart and thoughts on the last season

Only 9 months since last AVM ... dominated by the pandemic

- trying to regroup ... evaluate & learn ... implement change
- trying not to fall back into old unhelpful habits ... but make careful changes to be effective in ministry going forward
- working out ministry principles and how they translate in practice
- shaped by our passion to serve together to know Christ and to make Him known for God's glory

Been a tough 9 months, if truth be told

- coping with the pandemic ... Covid fatigue ... then Zoom fatigue
- dealing with issues of racism, inequality & injustice at a global & a local level, in the denomination & in TCC ... painful & hard
- had some false starts & wrong turns ... needed to regroup & redirect ... constantly evaluating what we do
- some families have left us (because relocating, differing opinions on ministry direction, or frustration with leadership), and other families have simply not returned (due to convenience or complacency) ... always hard for staff & leadership
- staff are still adjusting our programmes and our skills as we adapt to new roles and new circumstances coming out of 2020

Our desire is to maintain an emphasis on discipleship & evangelism:

- we tried to rethink our structures & programmes to create space & time to be more effective ... and to rethink staff function as they fulfil different roles or do ministry differently than before
- the idea was & is to free up people who are overcommitted to do less but to go deeper in discipleship ... to free up staff to focus more intentionally on key areas ... to free up our schedule to give attention to things we haven't over the last few years (as Covid exposed)
- steep learning curve – for leadership, staff, and congregation

Change afoot ... at multiple levels!

- and we don't all cope well with change ... me especially!
- need to create a culture of change or at least permission to change!

Creating a culture of change ... a movement:

- from being predictable to being creative

- ... unchanging principles for ministry ... but what do they look like in a post-Covid world & church ... wisdom to know what's principle & what's practice ... what can't change, what can change, and what must change?
- ... things we once did or the way we once did them may not be helpful anymore ... adapt or die
- ... hard to assess and apply ministry principles for today's church
- ... calls for humility & teachableness – no room for arrogance, thinking we know everything
- ... calls for boldness to fly but also a willingness to fail ... and we're willing to fail, but we're unwilling to quit doing gospel ministry – even if it's in a way, we've never done it before!

- from being busy to being intentional

- ... TCC is a busy church ... lots on the go ... a beast we must keep feeding lest it eats us!
- ... got to be more to us than just being busy ... need to be intentional
- ... everything we do, at every level, must have a reason – an evangelistic reason or a discipleship reason ... a magnification reason, a maturity reason, a membership, ministry or mission reason
- must ask WHY ... why are we doing this, why in this way ... what's our goal, what do we want to achieve, how does this achieve our vision?
- ... then make sure our answer leads to God's glory and the growth of His Church ... if not, we shouldn't do it anymore!

- from being consumers to being contributors

- ... God's people are not meant to be takers but givers ... who give in response to the One who gave Himself for them – gratefully ... who give of their time, talents & treasures – sacrificially ... who give for the good of others – joyfully
- ... I'm grateful that we have so many contributors at TCC ... but we also have lots of consumers
- ... need them to step up to the plate ... the same people generally always sign up to help ... 80% of the work is done by 20% of the people – got to change ... respectfully, it's time for the next generation, especially the men, to step up & serve
- ... so encouraged recently when a video was played where one of our young men said: "heard there was a need, so I volunteered!"
- ... everyone must be serving & contributing ... willingly & joyfully

- from being privileged to being responsible

- ... always try to be responsible in mercy & mission ... commendable!
- ... but Covid with its aftermath and recent documents from our wider church family, have highlighted how great the inequality really is ... the divide is vast, too vast!

- ... can't live in our privilege & comfort when brothers & sisters are starving ... not when those brothers & sister are in our local church or wider church family
- ... call within REACH-SA to address the huge inequality and massive disparity that exists amongst our gospel workers and local churches as a legacy of the past ... Westlake, Lavender Hill, Botshabelo!
- ... although we do give much ... we'll need to consider giving more ... calls for sacrifice & generosity ... talk of increased levies, of sacrificing staff at larger churches, of doing more for those who have had nothing for too long
- ... no doubt this will unfold further as our mercy ministry makes suggestions but also as the denomination makes decisions!

Much change afoot as we go into the future!

- including at a church leadership level
- you'll have seen the proposed amendments to limit terms of office for those elected at the AVM ... will bring change, especially next year
- before they were proposed, however, Trevor Pascoe and I agreed that I'll nominate a new Rector's Warden this year ... Trevor won't continue for now:

So, a few words about Trevor are required

- Trevor was elected to Council in 2010 and became the Rector's Warden in 2011 ... he completes a decade as my Warden this year
- in that time, he's been more than a devoted believer and servant-hearted leader ... he's been a faithful friend & brother to me
- a listening ear, a shoulder to cry on, a sparring partner, a motivator & encourager, a source of wisdom, a gentle corrector, a firm voice and a true compass – always pointing me to Jesus and the work He's prepared for us
- can't acknowledge Trevor without thanking Liz for sharing him with us so that he can fulfil this role ... she has sacrificed time with him and made many a meal for me as Trevor has served
- I know you're not dead (!) so we don't mourn tonight ... we'll still do coffee and breakfast together
- but I want you to know how much I thank God for your partnership in this gospel ministry over the last decade ... and how much I have come to value your friendship as we do life & ministry together – THANK YOU!
- maybe a round of applause to express your thanks for Trevor's service over more than ten years ... in Christian ministry, we clap for you because we don't pay you!
- of course, all is not lost!

We still have a godly & gifted church leadership in place

- **Kevin Duke** will (DV) be elected to serve alongside our Presbyters and remaining Wardens ... one of which will need to extend their term according to the proposed amendments
- many of the existing Council continue their current terms ... with just **Andre Botha** being re-nominated ... no doubt, a few of the existing Council Members will also need to extend their terms accordingly

- we received two nominations for Council as **John Meiring** was also nominated but with his changing health circumstances withdrew for now ... please do pray for him and Susan at this time ... as his health permits, he could be co-opted onto Council.
- want to acknowledge the role the Council, Wardens and Staff play at TCC in both doing the vine work and ensuring there's a trellis to hold it up ... please be praying for them as they continue to serve Jesus and you in this way
- especially given, FRANKLY, that the leadership have had a hard time the last few months ... you may recall I said earlier that some people left and articulated a dissatisfaction with leadership as the reason
- we don't take that lightly ... we always endeavour to meet up with people, to discuss & explain differing perspectives, to hear each other and to resolve our differences ... not always able to do that in a way that makes them willing to stay
- such instances, spur us on to learn from the circumstances ... challenge us to develop Christ-like humility & servant-leadership ... to better listen & understand where people are ... to communicate more effectively and be more inclusive in the decision-making process – all things we've been working on this past season and will hopefully become evident in the months ahead (cf. Forum)
- as much as we're growing in our leadership ... it would help if the congregation moved with us:

- move from frustration to communication

... in those moments when we get it wrong – which we will ... and you are frustrated – which you will be ... please don't fester & withdraw – move towards us
 ... communicate with us ... come & have a conversation so we can clarify things as necessary and rectify as appropriate!

- move from perception to truth

... sometimes, we perceive things in a way that a brief conversation or a longer one over a coffee will reveal is incorrect
 ... please don't assume and don't base important decisions on perception ... and certainly, don't gossip about them
 ... rather come and find the truth from the individuals concerned
 ... the pursuit of truth is always better ... and my experience of the leadership is that if you do, they will, invariably, pay for the coffee!

- so, let's move from suspicion to trust

... so often today, we're suspicious of each other (cf. covid!) ... looking for ulterior motives, hidden agendas, or secret conspiracies
 ... need to trust those we've elected to serve ... and, if you can't trust them, then don't elect them!
 - let's move towards each other, and let's be marked by love as we do ... a love for one another that thinks the best of each other, that pursues the truth, that protects, trusts, hopes & perseveres together (1 Cor 13:4-7) ... let's be known as a community

that really does love each other ... and let's love each other well as together we serve to know Christ and to make Christ known!

Grateful to be loved by you & assure you of my love for you

- privilege to have been able to serve another year as Rector ... and I don't take that for granted
- grateful for the love and support of my wife, Niki, and my boys, Josh & James, and our extended family who support me in this role
- thankful for our staff team who make sure there's never a dull moment as we get on with ministry in the trenches
- my prayer is that God will continue to use me and us to serve His Church and to glorify His name for many years to come!

The Rector's Report was proposed by Luke Giles, seconded by Lucius Petersen and unanimously accepted by the meeting.

5. ELECTION OF CHURCH COUNCIL :-

The election was held by ballot. For the proposed Rector's Warden and Council Member to be elected, they would need to receive, at least, 50% of the votes received.

The following were elected in the prescribed manner, by majority vote:

- a. Elected as Rector's Warden: Kevin Duke – 98%
- b. Elected as Council Member: Andre Botha – 85%

The Church Council will appoint the Treasurer and Secretary at their first meeting.

The Church Council were now duly elected and constituted.

6. CONSTITUTIONAL AMENDMENTS :

Rev Giles explained that the Constitutional Amendments as detailed on the Proposal Document (see Addendum) were to be voted on at this AVM, without making any changes thereto, as the proposals had already been discussed at other forums and suggested amendments made to the final document presented to the AVM.

He worked through the Proposal Document giving opportunity for further explanation or comment with respect to every amendment proposed.

On completion, opportunity was given for members present to vote accordingly. Their ballots along with those ballots provided from those online who chose to participate in the voting through the 'early voting,' were collected and counted accordingly. The results were presented later in the meeting.

7. CHURCH WARDENS' REPORT :

Trevor presented the Church Warden's report.

The Wardens will commit, in the year ahead to :-

- Better communicate with the congregation regarding leadership decisions ie. what and why decisions have been made.
- Remain committed to praying for the Presbyters and staff that they would continue to walk with the Lord; and
- Be an encouragement to the remainder of the leadership and staff.

The Warden's Report was proposed by Trevor Pascoe, seconded by Bryan Moyles and unanimously accepted by the meeting.

8. CHURCH LIFE REPORTS

These reports were given in writing prior to the meeting. Rev Giles re-iterated that people were welcome to comment and ask questions.

a. **Magnification** (submitted in the AVM booklet)

- | | |
|----------------------------|------------------------------|
| i. Music Ministry | Peter Temple & Olivia Temple |
| ii. Preaching and Teaching | Luke Giles |

The Magnification Reports were proposed by Corrie Uys, seconded by Dagi Smuts and unanimously accepted by the meeting.

b. **Maturity** (submitted in the AVM booklet)

- | | |
|---------------------|---------------------|
| i. Connect Groups | Graham van Veen |
| ii. Prayer Ministry | Bill and Joy Phelps |

The Maturity Reports were proposed by Jeanne Westgate, seconded by Stephen Temple and unanimously accepted by the meeting.

c. **Ministry** (submitted in the AVM booklet)

- | | |
|-------------------------------|--------------------|
| i. Kids Ministry | Brenda Beckett |
| ii. Citizens (Youth Ministry) | Stephen Temple |
| iii. Young Adults Ministry | Graham van Veen |
| iv. Ladies Ministry | Janalyn Theodosiou |
| v. Mens Ministry | Denzil Abrahams |

- | | |
|----------------------|-------------|
| vi. Seniors Ministry | Bill Phelps |
| vii. Mercy Ministry | John Child |

The Ministry Reports were proposed by Andre Botha, seconded by Lucius Petersen and unanimously accepted by the meeting.

d. **Membership** (submitted in the AVM booklet)

- | | |
|-------------------------|-------------------------------------|
| i. Connection | Denzil Abrahams & Michael
Watson |
| ii. Community | Denzil Abrahams & Bryan
Moyles |
| iii. Care & Counselling | Andy Pitter |

The Membership Reports were proposed by Andre Botha, seconded by Stephen Temple and unanimously accepted by the meeting.

e. **Mission** (submitted in the AVM booklet)

- | | |
|-------------------------------------|--|
| i. Local (Evangelism) | Trevor Pascoe |
| ii. Global (People & Organisations) | Siegfried Ngubane & Jeanne
Westgate |
| iii. Church Partnerships & Plants | |
| - Westlake Community Church | Hendrik Jansen |
| - Holy Trinity Botshabelo | Lekhetho Sennanyane |
| - Blantyre Community Church | Lee Furney |
| - St Pauls, Lavender Hill | Denzil Abrahams |

The Mission Reports were proposed by Bill Phelps, seconded by Kevin Duke and unanimously accepted by the meeting.

9. FINANCE REPORT

Graham Martin/Trevor Pascoe

a) TCC Report

Trevor began by giving thanks to the various persons involved in managing the finances at TCC. He thanked Graham Martin and Sharon Moyles as well as the Finance Committee. He also thanked Stephen Temple for assisting with creating the presentation.

In Summary – 2020 Year

- Tithes up 3%
- Building fund donations down 11%, facilities hire down 63%, Rushmore rent up 30% - resulting in building fund income being down 1%
- General fund cash deficit R8,352

- Building Loan balance increased by R55,000 during the year with R250,000 re-invested into the bond in March 2021
- Benevolent Fund balance available as at 30 December 2020 is R165,000.

In the year of a global pandemic, we were able to support our missionaries more than ever before, aid those needing financial assistance via the Benevolent Fund as well as assist REACH Recovery Fund and we only had a General Fund Deficit of R8,352. 'Look at what God has done'!

The Finance Report was proposed by Graham Martin, seconded by Trevor Pascoe and unanimously accepted by the meeting.

10. RESULTS OF VOTING :

Bryan Moyles

53 voting ballots were received and counted :-

10.1 Council Election :

	Yes	No	Abstain	Total votes	% Rec
Rector's Warden : Kevin Duke	52	0	1	53	98%
Council Member : Andre Botha	45	6	2	53	85%

The Church Council were now duly elected and constituted.

10.2 Constitutional Amendments :

	Yes	No	Abstain	Total votes	% Rec
No. 1.	53			53	100%
No 2a	53			53	100%
No 2b	49	4		53	92%
No 2c	53			53	100%
No 2d	50	3		53	94%
No 2e	51	1	1	53	96%
No 3a	53			53	100%
No 3b	53			53	100%
No 4a	53			53	100%
No 4b	52	1		53	98%
No 4c	46	6	1	53	87%
No 5a	52		1	53	98%
No 5b	53			53	100%
No 5c	52		1	53	98%
No 5d	52	1		53	98%
No 6a	52	1		53	98%
No 6b	52	1		53	98%

All proposed amendments received more than the 75% of total votes and were accepted by the meeting as passed. The Constitution will be updated accordingly.

11. QUESTIONS AND ANSWERS :

Bobby Bertrand acknowledged the Council and IT persons for their initiative, time and efforts in bringing the Sunday services to the congregation via YouTube over the hard lockdown and thereafter.

12. CLOSE

There being no further business the meeting closed with a prayer by Luke Giles.

Proposed Constitutional Amendments (2021)

No	<u>CURRENT</u>	<u>PROPOSED CHANGES</u> (Proposals are from the Clergy and Churchwardens unless otherwise stated)	<u>MOTIVATION</u> (Where appropriate, a differing opinion expressed at the review discussion is included in italics as an alternative view)
1.	<p style="text-align: center;">6.</p> <p><u>ANNUAL VESTRY MEETINGS</u></p> <p>NEW ADDITION</p>	<p style="text-align: center;">6.</p> <p><u>ANNUAL VESTRY MEETINGS</u></p> <p>vii All meetings mentioned in this constitution can either be held in person or electronically, although preference should always be for in-person meetings.</p>	<p>Allows for use of online meetings should the need arise (as per during the coronavirus pandemic). Currently, we have no provision for an alternative form of meeting. Preference will be for in-person meetings but sometimes it may be that an online/electronic meeting is necessary.</p>
2a.	<p style="text-align: center;">7.</p> <p>The Annual Vestry Meeting shall elect, as necessary depending on the retirements in terms of clause 12 (i), for the ensuing year, the following office-bearers, namely:</p> <p style="padding-left: 40px;">The People’s Wardens and Members of the Council.</p> <p>The Rector will nominate the Rector’s Warden for election to that office.</p>	<p style="text-align: center;">7.</p> <p>The Annual Vestry Meeting shall elect, as necessary depending on the retirements in terms of clause 12 (i), for the ensuing year, the following office-bearers, namely:</p> <p style="padding-left: 40px;">The People’s Wardens and Members of the Council.</p> <p>The Rector’s Warden (as nominated by the Rector).</p>	<p>Tightens up the intention and wording as per current practice.</p>
2b.	<p>NEW ADDITION</p>	<p>iii. Nominations for People’s Wardens will not be made by the Rector or by any other Presbyterian on staff.</p>	<p>Ensures that the People’s Wardens are nominated to that office by the people and not the clergy.</p>
	<p>FOR CONTEXT</p>	<p>iv. All nominations have to be approved by a Nominations Committee consisting of the Rector and Churchwardens.</p>	

2c.	NEW ADDITION	v. If a current Churchwarden is re-nominated for election, they will refuse themselves from the Nominations Committee for all discussions pertaining to the Churchwarden nominees for that year.	Ensures the integrity of the nominations process that one nominee is not able to “disqualify” another nominee.
2d.	NEW ADDITION	vi. The Nominations Committee will consider the suitability of each nomination in the light of the Scriptural qualifications (1 Timothy 3:1-7 and Titus 1:5-9 for Churchwardens and 1 Timothy 3:8-13 for Council Members) expected for the respective office.	Establishes the basis by which the Nominations Committee is able to accept or reject a nomination based on the Bible’s expectations for office.
2e.	NEW ADDITION (Proposed by Kevin Duke)	vii. If any nomination is rejected by the Nominations Committee, they must communicate this within a week of such rejection, together with the reasons therefore, to the nominated person in writing. Said person shall have the right to refer such decision to the Church Council (as per Item 18 of this constitution) where reasons for and against the decision are to be given. The Council will then be required to vote according to a simple majority on whether the nomination can stand or not. Should the member nominated disagree with the Council’s decision they have a right of appeal (as per Item 19 of this constitution).	Ensures that where a person believes that their nomination has been rejected unjustly, they have recourse to refer this to the Church Council. Hence, it establishes both accountability for and, when necessary, transparency from the Nominations Committee.

3a.	<p style="text-align: center;">8.</p> <p>Verbal notice of the place, date and time of the Annual Vestry Meeting shall be given on three consecutive Sundays beforehand, at both the morning and evening services ...</p>	<p style="text-align: center;">8.</p> <p>Verbal notice of the place, date and time of the Annual Vestry Meeting shall be given on three consecutive Sundays beforehand, at the Sunday services.</p>	<p>Takes into account the current practice and structure for Sunday services. Makes the point slightly more generic.</p>
3b.	<p>... and the Agenda for the meeting shall be available in the church on the two Sundays prior to the Vestry Meeting.</p>	<p>The Agenda for the meeting shall be available in the church on the two Sundays prior to the Vestry Meeting and/or sent electronically to the church members at least ten days prior to the Vestry Meeting.</p>	<p>Also allows for the electronic distribution of the agenda as may be more expedient.</p>
4a.	<p style="text-align: center;">12.</p> <p><u>MEMBERSHIP OF THE COUNCIL</u></p> <p>i. Churchwardens and other elected Council Members will hold office for two years after which time they are eligible for re-election.</p> <ul style="list-style-type: none"> - Council Members shall arrange their retirement from office so that 50% or less of the incumbent Council Members retire in any one year; and, - Churchwardens shall arrange their retirement from office so that both offices do not become vacant simultaneously. 	<p style="text-align: center;">12.</p> <p><u>MEMBERSHIP OF THE COUNCIL</u></p> <p>i. Churchwardens and other elected Council Members will hold office for two years after which time they are eligible for re-election.</p> <ul style="list-style-type: none"> - Churchwardens and Council Members shall arrange their retirement from office so that 50% or less of the incumbents retire in any one year; - Churchwardens shall arrange their retirement from office so that both offices do not become vacant simultaneously. 	<p>Ensures that only 50% of the Churchwardens leave office at any one time (which rectifies the present wording that only took into account two churchwardens in total rather than the four that we now have).</p>
4b.	<p>NEW ADDITION</p>	<p>- to achieve this, a Churchwarden or Council Member may have their term extended to three years with the approval of Council.</p>	<p>Articulates how they may ensure this reality through the extension of a term.</p>

4c.	NEW ADDITION (Proposed by Kevin Duke)	ii. No Churchwarden or Council Member may be re-elected for more than four consecutive terms of office	Many clauses in the TCC constitution are included as a matter of wisdom. Likewise, a limit to the number of terms that elected leaders can serve, wisely and pragmatically ensures the healthy development of leadership within the local church whilst promoting diversity and transformation opportunities within leadership. Because persons can be potentially renominated after a period of one year, the benefits of continuity are not lost. <i>This was previously in our Constitution (although for three terms) but removed in 2014 as eldership/leadership in the Bible does not have a fixed tenure and also because we don't ordinarily limit the tenure of our Clergy and Ministry Staff either.</i>
5a.	<p style="text-align: center;">13.</p> <p><u>CHURCHWARDENS</u></p> <p>i. The Churchwardens shall be elected as follows:</p> <p style="padding-left: 20px;">a. Three shall be elected, to represent the Sunday congregations, by members of the Congregation (other than the Clergy) from the people nominated for that office at the Annual Vestry Meeting. The Churchwardens so elected shall be known as "People's Wardens"</p>	<p style="text-align: center;">13.</p> <p><u>CHURCHWARDENS</u></p> <p>i. The Churchwardens shall be elected as follows:</p> <p style="padding-left: 20px;">a. Three shall be elected, to represent the Sunday congregations, from the people nominated for that office at the Annual Vestry Meeting. The Churchwardens so elected shall be known as "People's Wardens"</p>	Tightening up the wording as to be consistent both with the constitution and current practice.
5b.	<p>b. One shall be nominated to that office by the Rector. The Churchwarden so elected shall be known as the "Rector's Warden".</p>	<p>b. One shall be elected as nominated by the Rector. The Churchwarden so elected shall be known as the "Rector's Warden".</p>	Tightening up the wording as to be consistent both with the constitution and current practice.

5c	ii. The People’s Wardens shall be elected by a majority vote with election by lot in the event of an equality of votes.	ii. The People’s Wardens shall be elected by a majority vote. In the case of multiple nominations, those with the most votes over a majority will be elected. If two or more candidates receive the same number of votes, then an additional vote will be held to break the tie. If after this there is still a tie, the People’s Warden will be decided by lot.	Clarifying the process for election of the people’s Wardens in terms of multiple nominations and tied voting.
5d.	iii. A vacancy in the office of People’s Warden occurring during the term of office may be filled by the Council until the next Annual Vestry Meeting.	iii. Any vacancy in the Churchwardens may be filled by the Churchwardens nominating a replacement. Such nomination will need to be approved by a two-thirds majority of the Council. Any Churchwarden appointed in this way will require nomination and election at the next Annual Vestry Meeting.	Clarifying how vacancies amongst the Churchwardens may be filled.
6a.	<p style="text-align: center;">15.</p> <p><u>MEETINGS OF THE COUNCIL</u></p> <p>ii. Ordinary meetings shall be held once a month as far as circumstances permit.</p>	<p style="text-align: center;">15.</p> <p><u>MEETINGS OF THE COUNCIL</u></p> <p>ii. A minimum of six ordinary meetings shall be held during the year.</p>	Takes into account current practice as well as the fact that the Wardens & Presbyters hold further meetings as per the Leadership Policy.
6b.	An Agenda for each Ordinary Meeting of the Council shall be prepared by the Secretary of the Council and may be distributed to Council members before the meeting.	An Agenda for each Ordinary Meeting of the Council shall be prepared by the Secretary of the Council and distributed to Council members before the meeting.	Mandates the use and distribution of an agenda for Council Meetings.