

Diocese of Truro

APCM Information & Guidance

We hope that you will find this information pack helpful. If there are other changes we can make, please do let us know as your feedback is important to us.

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Please note, whenever we state that you can access a document '[here](#)' - highlighted blue, this '[here](#)' is linked to the internet and you just need to press the 'Ctrl' button and click on it and it will take you to the relevant web site page/document directly.

APCM - Frequently Asked Questions Guide

We have included the Frequently Asked Questions Guide on the conduct of Annual Parish and Annual Parochial Church Meetings. It largely covers the processes which will help you to prepare for your Annual Parochial Church Meeting in 2024. This can be found in the APCM section of the website at <https://www.trurodiocese.org.uk/resources/parish-resources/pccs/apcm-parish-resources/>

The Church Representation Rules set out that the APCM should be held before **31 May 2024**. Please also make sure that you or your parish priest has a copy of the Church Representation Rules to hand. It is available to order from Church House Publishing or you could place an order through your local bookshop or via Amazon. You may also be aware that the Church Representation Rules are also available on line on the Church of England website. Simply type in Church Representation Rules in your search engine on the internet and it will guide you to it.

Who's on your PCC?

Does it matter who is elected to your PCC? Yes, it does. It matters because the PCC should be about spiritual leadership as well as buildings, about mission as well as money. We know that it's important to have a treasurer who can count and a secretary who can write minutes. But it's as important that the PCC includes a variety of other people, too. In *The Saints' Way*, Bishop Philip encourages us to put children and young people at the heart of what we do. And he exhorts us to be more confident in our faith, willing to take risks in pioneering new forms of church. To step towards this vision, we need to hear the voices of young people and pioneers when we take decisions about all aspects church life. The easiest way we can do this is by inviting young people and pioneers to join the PCC. And then making sure that our meetings enable them to be heard. This may mean changing what we talk about and when we meet. But it's essential if we want to change; and it will also be invigorating and encouraging. So, why not think about who's on your PCC?

Annual Parochial Church Meeting (APCM) 2024

On receipt of this guidance, please contact your parish priest immediately to arrange a date for the meeting. Where you have no parish priest at present, please contact your PCC Vice-Chair.

Part 9 of Church Representation Rules covers Annual Parochial Church Meetings.

The business of the APCM is usually:

1. Receiving reports from the PCC:
 - a. [Annual report](#)
 - b. [Accounts](#)
2. Elections:
 - a. [Deanery synod representatives](#) (every third year & next due in 2026)
 - b. [PCC representatives](#)
 - c. [Churchwardens](#)
3. Policies
 - a. [Review Safeguarding Policy](#)
 - b. [Other, as required](#)

The APCM Procedure Checklist [here](#) gives you the details of what you need to do and when.

The forms to help you with the meeting are enclosed as follows:

- Notice of Meeting to elect Churchwardens
- Notice of Annual Parochial Church Meeting
- Churchwarden Nomination Forms
- Specimen application for a postal vote*
- Return form to be sent to the Deanery Synod Secretary after the Meeting
- Notice of Revision of Church Electoral Roll
- Application for enrolment on the Church Electoral Roll

Please photocopy additional copies as required

Please ensure that the names and addresses of Deanery Synod Members are completed fully and accurately. It is particularly helpful if the appropriate postcodes are included, and **e-mail addresses** where appropriate.

There is a checklist for all the tasks and forms (attached to email) to help you manage the tasks and paper. (Please note that the **checklist** itself **does not** need to be returned to this office.)

You can obtain a copy of the above forms from our website, www.trurodiocese.org.uk, simply go to <https://www.trurodiocese.org.uk/resources/parish-resources/pccs/apcm-parish-resources/>
All the information should be readily available.

* Postal Voting:

The annual meeting can resolve that a person entitled to attend the meeting and vote in the election of lay PCC representatives can apply on Form 2 for a postal vote. However, this resolution does not take effect **until the next annual meeting**. CRR M11 sets out the full rules concerning Postal Voting.

Detailed guidance on the business of the APCM

1. Receiving reports from the PCC:

All PCCs are charities and PCC members are charity trustees under charity law. This gives the PCC a number of benefits and opportunities, but brings a number of duties: the need to produce an Annual Report and Accounts that satisfy the requirements of the Charities Act 2011 the PCC is to maintain its exemption from individual registration with the Charity Commission. The CRR also contain some requirements for the preparation of the PCC's Annual Report and Accounts, and include a requirement to submit them to Church House.

a) Annual report

An Annual Report on the proceedings of the PCC and the main activities of the Parish needs to be produced, and attached to the Annual Accounts. This Report and the Accounts form one document which the Independent Examiner or Auditor should see as part of the independent examination/audit. This Report also needs to be presented to the Annual Parochial Church Meeting.

The Church Representation Rules also state that the Annual Report and Accounts must be sent, **within twenty-eight days of the APCM, to the Secretary of the Truro Diocesan Board of Finance. This is part of our joint statutory obligations.**

The larger parishes have a legal obligation to include in their Annual Report a statement confirming that the major risks to which the charity is exposed, as identified by the Trustees, have been reviewed and that systems & procedures are in place to manage those risks.

b) Accounts

Your Treasurer is responsible for the preparation of your annual financial reports for the year to 31st December 2023 in accordance with the law.

The latest edition of *PCC Accountability - The Charities Act 2011 and the PCC 5th Edition*, which can be found [here](#), is a resource to enable your Treasurer and the PCC to meet the requirements of the law.

The form and content of the annual financial reports are determined by the size of the church's income:

- a) *If your annual gross income is **under £250,000** per annum, the accounts may be prepared on the Receipts and Payments basis and your annual financial reports must comprise the Annual Report, an Independent Examiner's Report, a Receipts & Payments Account and a Statement of Assets and Liabilities.*

Additionally, if the annual gross income is over £100,000 you must now normally register with the Charity Commission.

- b) *If your annual gross income is over £250,000 per annum, the accounts must be prepared on the Accruals basis and your annual financial reports must comprise the Annual Report, an Independent Examiner's (or Auditor's) Report, a Statement of Financial Activities and a Balance Sheet.*
- c) *If your overall level of income in the year exceeds £1 million your PCC's accounts must be audited. This is a legal requirement.*

Further helpful information concerning financial thresholds can be found on the parish resources website at the following link: <https://www.parishresources.org.uk/resources-for-treasurers/thresholds/>

Your PCC is collectively responsible for its annual financial reports. The Annual Report and the Accounts should be formally presented and approved at a PCC meeting and signed by the Chair of the meeting.

The Church Representation Rules require that the financial statements must be displayed at each of your places of worship for at least 7 days (of which one must be a day when the church is used for worship) prior to the APCM.

Your Independent Examiner (or Auditor) must be fully aware of the requirements of any regulations. The Charity Commission guidance on the independent examination of charity accounts can be found [here which is where guidance](#) on the selection of a suitable Independent Examiner and the duties he/she is expected to perform can also be found.

If your Treasurer has any specific queries with respect to the Annual Report and Accounts, they can contact our finance department at finance@truro.anglican.org

2. Elections:

a) Deanery synod representative(s)

Election of Deanery Synod Representatives

Deanery Synod Representatives were elected in 2023 to serve for the period 2023 - 2026.

Please let us know as soon as possible of any changes to your elected members.

A leaflet indicating the number of lay representatives that can be elected by each parish in the Diocese, which has been approved by Diocesan Synod can be found in the APCM section of the website at this link: <https://www.trurodiocese.org.uk/resources/parish-resources/pccs/apcm-parish-resources/>

Please note that elected representatives are in addition to members of General Synod or Diocesan Synod.

A member of the laity must have been entered on the Electoral Roll of a parish for at least six months before qualifying to be elected to the PCC or Deanery Synod (with the exception of a person who is under 18 years of age at the time of the election).

Please complete the Deanery Synod Returns form by listing your current representatives and send a copy to your Deanery Synod Secretary (or whoever is covering the role), whose details can be found on the back of the form.

Please ensure that the names and addresses of Deanery Synod Members are completed fully and accurately. It is particularly helpful if the appropriate postcodes are included, and **e-mail addresses** where appropriate.

b) PCC representatives

The number of lay representatives on the PCC in addition to ex-officio members, is graduated on the basis of the number on the Electoral Roll:

6 representatives for not more than 50 names on the Electoral Roll; 9 representatives for not more than 100 names; and subsequently, a further 3 representatives for every 100 (or part thereof) names on the Electoral Roll, up to a maximum of 15 members.

Usually elected lay members of the PCC serve for three years, with one third retiring and being elected each year. The APCM may decide that representatives will hold office for one year only; but any such decision must be reviewed by the APCM at least once every six years.

c) Churchwardens

The Churchwardens Measure 2001 stipulates that an individual's maximum continuous period of service of the same parish is six terms of office (in effect six years) after which the churchwarden must take at least a two year break before reappointment.

If either or both of your Churchwardens have been in office continuously for the last six years, then he, she or they must now stand down and new churchwarden(s) be elected, unless this rule has been previously waived. Details can be found in the Supplementary Material at the back of Church Representation Rules.

Please note that following the elections all members of the PCC should complete a PCC Declaration of interest form. See item 12 of the resources checklist on the last page of this document.

3. Policies

a) Safeguarding

The Church of England safeguarding policy statement '[Promoting a Safer Church](#)', which applies to all Church Bodies and Church Officers, has six overarching policy commitments:

- Promoting a safer environment and culture
- Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the Church
- Responding promptly to every safeguarding concern or allegation
- Caring pastorally for victims/survivors of abuse and other affected persons
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons
- Responding to those that may pose a present risk to others.

[Safeguarding Children, Young People and Vulnerable Adults](#) (which can be found in the e-manual) helps Church Officers to recognise the signs that a child, young person or vulnerable adult might be being abused and explores certain specific types of abuse in more detail.

b) Other policies

This will depend on your PCC and what you already have in place and need. The Parish Resources website gives more information about what policies you might need [here](#)

As a minimum you should have adopted a Privacy Notice that outlines how the PCC treats people's personal data. You can find out more about this, and an example [here](#).

Electoral Roll

A new Electoral Roll is not required until 2025. However, the roll will need to be revised to cater for updated information.

Notice of Revision of Electoral Roll

Please note that the Notice of Revision, which must be displayed at every church at least 14 days before the start of the revision, was reviewed in 2022 in accordance with CRR.

Application Form for Enrolment on the Church Electoral Roll

The Application Form for Enrolment on the Church Electoral Roll was also revised in accordance with CRR and with General Data Protection Regulations. In addition to the statutory requirements, this form includes a statement describing what it means to be on the Electoral Roll. You may photocopy this form, in which case please do not forget to enter your parish name on page 1 and the details of your Electoral Roll Officer, and the date by which the form must be returned, on page four.

Both forms are available on our website <https://www.trurodiocese.org.uk/resources/parish-resources/pccs/apcm-parish-resources/>

Publication

In the case of publication of either a new or a revised roll, only the names should be published (no other personal data should be included).

Notification of number on roll

The chair, vice-chair, secretary or electoral roll officer of a PCC must, no later than 1 July each year, give the Diocesan Secretary written notification of the number on the roll of the parish as at the date of the APCM.

Please send your Electoral Roll number to Simon Cade, Diocesan Secretary, c/o

lesley.fusher@truro.anglican.org

A very good resource is the **Parish Resources website** which can be found at www.parishresources.org.uk and we would encourage you to have a good browse as it contains a whole range of resources to help PCC's including for

Treasurers, such as:

- about their role & key tasks,
- good practice for handling cash,
- how to produce accounts which will comply with the Charity Commission's guidance,
- details of when a PCC is required to register with the Charity Commission.

Secretaries, such as:

- about their role and tasks
- data protection
- risk assessment
- responsibilities of PCC trustees

Things to be done after the APCM

1. Complete the tasks on page 3 of the APCM Procedure Checklist
2. Your Safeguarding Coordinator must ensure that anyone requiring a DBS is identified and this check is done (for more information click [here](#)).
3. Your Safeguarding Coordinator must ensure that anyone that should complete Safeguarding training is identified and referred to the Church House Safeguarding team (for more information click [here](#)).

Following your APCM we would be grateful if, as in previous years, you could complete a Place Audit. This is a link which will enable you to update the records we hold for your parish officers & deanery synod representatives on our database. We will contact PCC Secretaries in due course with further information.

Other useful information

PCC Secretary Handbook

The PCC Secretary Handbook has been updated and is available on the APCM page of our website here <https://www.trurodiocese.org.uk/resources/parish-resources/pccs/apcm-parish-resources/>

Please let us know by email to info@truro.anglican.org if you would be interested in receiving your individual copy if you are not able to download this from the website. We have made the guide available on-line to keep our cost for printing and distributing to a minimum.

On-line submission of Statistics for Mission & Return of Parish Finance (ROPF) forms

As you may be aware we use a secure online system which where parish representatives can enter the 'Return for Parish Finance' and 'Statistics for Mission' data for January to December 2023 via the internet.

Please see the APCM Procedure Checklist [here](#) for details of where and when these returns should be done. You can find out more information about these returns [here](#).

Parish Safeguarding

The PCC and incumbent have a duty of care to ensure the protection of the vulnerable in their church community. The [Safeguarding e-manual | The Church of England](#) outlines the safeguarding arrangements that the PCC must have in place. In summary those responsibilities fall under eight categories: adopt; appoint; safer recruitment, support and training; display; respond; review and report; hire out church premises and during a clergy vacancy.

Supporting guidance can be found on the CofE website-

- Parish resources and templates, including a model parish safeguarding policy, can be found [here](#)
- Safer Environment and Activities Guidance and Code of Safer working practice can be found [here](#)
- House of Bishops Safeguarding Guidance can be found in the [e-manual](#)
- Additional guidance and information to support parishes can be found on the [diocesan website](#).

Important to note

- PCCs are required to review their **Parish Safeguarding Policy** annually and formally record it.
- Safeguarding should be a **standing agenda item** at each PCC meeting.
- At the APCM the PCC should **review, adopt and display** the National Standards for safeguarding. This decision should be recorded in the minutes, alongside details of where the safeguarding standards are displayed.
- The PCC should also provide an **annual report** in relation to safeguarding (see from page 19 in the [key and responsibilities of church office holders and bodies practice guidance](#)).

The diocese has also purchased Parish Safeguarding Dashboards and Hubs which is an online tool to make safeguarding administration and governance simpler for everyone. If you are not using the dashboard and hub, we would ask you to start using it. Parishes that are using it report a saving in time and effort that enables them to easily meet their trustee requirements in regards to safeguarding governance, as detailed in the [key and responsibilities of church office holders and bodies practice guidance](#). The safeguarding team are happy to provide guidance and support to parishes who are getting started with the dashboard and hub. If you don't have a dashboard and would like access, please email safeguardingqueries@truro.anglican.org.

Safer recruitment

The [Safer Recruitment and People Management](#) guidance outlines the requirements that must be followed for the appointment of all roles (both voluntary and paid) within a Church body that involve substantial contact with children and/or vulnerable adults.

It is our diocesan policy to check all workers, paid or volunteers that are eligible for a Disclosure & Barring Service (DBS) criminal records check through an enhanced DBS Disclosure.

If the PCC, as a charity, sponsors and approves, in its own name, work with children or vulnerable adults, it is essential that a DBS check is conducted for all PCC Trustees (including the churchwardens, as ex officio members of the PCC).

Important to note

We expect that all PCCs would be open to working with children and/or vulnerable adults and therefore should follow the Charity Commission guidance and **ALL PCC Trustees should therefore have an enhanced (without barred list) DBS check**

Failure to pay due regard to the above could invalidate your insurance cover and could potentially expose vulnerable people to harm which could have been avoided.

Each parish should have an appointed **DBS Recruiter** who is responsible for processing DBS checks, through the [Thirtyone:eight](#) online system. If you have a query about which roles require a DBS, or the DBS process your Lead Recruiter will have access to Thirtyone:eight's Recruiter Guidance.

Specific guidance and support can be found on our website under Safer Recruitment & People Management and the Disclosure & Barring Services. [Safer Recruitment and People Management and the disclosure & barring services](#))

Safeguarding Training

In order to promote a safer environment and culture the diocese delivers the national Church of England Safeguarding Learning and Development Framework as outlined in the [E-manual - Safeguarding Learning and Development Framework](#).

Details of all our training modules, including access to basic and foundations online training and the booking area for leadership training can be found on the [Safeguarding Training Portal](#).

Important to note

It is a requirement for clergy (including PTO's) and all those who hold a position of office or responsibility to complete basic, foundations and leadership safeguarding training, renewing their leadership safeguarding training every 3 years.

This includes all Readers, PSO's, Churchwardens, Local Worship Leaders and Lay Pastoral Ministers/Visitors, as well as leaders and workers with vulnerable adults and children.

House of Bishop's guidance states that **PCC Trustees** should complete **Safeguarding Basic Awareness, Foundations and domestic abuse** training within three months of starting in role, to be renewed every 3 years.

Appoint a Parish Safeguarding Officer

The role and tasks of a **Parish Safeguarding Officer (PSO)** are detailed on p.22 in [key roles and responsibilities of church office holders and bodies practice guidance](#), with a model role description on p.51. In addition to the safeguarding guidance on the website, the safeguarding team provide support for PSOs, for example; an induction pack, regular briefing notes and networking meetings. If your PSO changes please send a [notification of parish safeguarding officer form](#) to the safeguarding team at Church House and we will make contact.

Should you struggle to appoint a Parish Safeguarding Officer please contact the diocesan safeguarding team, who will be able to discuss with you the possibility of appointing a Benefice Safeguarding Officer.

Safeguarding Team

For general safeguarding queries contact a member of the safeguarding team on 01872 274351 or safeguardingqueries@truro.anglican.org

NEED TO RAISE A SAFEGUARDING CONCERN?

Imminent risk of significant harm? - Refer to Social Care (01208 251300), MARU (0300 1231 116) or Police (101 / 999), then contact the safeguarding team

Not urgent? - email the safeguarding record keeping / referral form to safeguardingconcerns@truro.anglican.org

Need urgent advice that you feel can't wait? Contact the Safeguarding Advisor- 07591 203589 (during office hours)

DAC and Faculty Jurisdiction Rules

If parishes are contemplating work to the church (interior and exterior) or churchyard a Faculty (permission) may be needed.

All applications are made through the Online Faculty System (OFS). Details of how to register to use the OFS can be obtained from the DAC Secretary.

There are some works that do not require a full faculty. These are works that can be done under List A & B rules. These lists have been revised under the Faculty Jurisdiction (Amendment) Rules 2019, and came into force on 1 July 2022. The rules can be found [here](#).

The works contained in List A do not need any formal permission. Items on List B, however, do require the permission of the Archdeacon and that permission is applied for via the Online Faculty System.

Note: If works do not appear on either list then a full faculty is required.

In September 2020 the Quinquennial rules were amended and the new guidance can be found [here](#).

If you would like more details or advice please contact the DAC Secretary, Mrs Sue Thorold either by email: sue.thorold@truro.anglican.org or by calling Church House on 01872 274351, or visit the Diocesan Advisory Committee pages on the [Diocesan website](#).

Local Worship Leaders (LWL)

Local Worship Leaders help to prepare and lead a wide variety of services under the authority, scrutiny and guidance of their Incumbent. All LWLs **must** be approved by their PCC and are required to attend the initial training course, Sunday Plus, and current Leadership level safeguarding training, provided by the Church House Safeguarding Team. For more information, training opportunities, change of contact details (particularly email addresses) or LWLs no longer ministering in this way in your parish, please contact Lydia Remick on 01872 274351 or lydia.remick@truro.anglican.org

Local Pastoral Ministers (LPM)

Local Pastoral Ministers act in a pastoral capacity on behalf of the church whether this is visiting the sick and housebound, supporting the parish clergy (e.g bereavement support, baptism preparation) or through community based initiatives. All LPMs **must** be approved by their PCC and are required to attend the initial training course provided by the Safeguarding Team from Church House, undertake an enhanced DBS check for Vulnerable Adults and complete Leadership Level Safeguarding Training. To ensure adequate insurance cover from your parish insurance there should be regular updates about the work of the LPM team at your PCC and APCM meetings. For more information please contact Sarah Welply on 01872 274351 or sarah.welply@truro.anglican.org

It would be extremely helpful if you could let us know of any Local Pastoral Ministers or Local Worship Leaders who are no longer exercising their ministry.

Resources Checklist:

Important note:

Forms & documents numbered **1 - 6, 10, 11** in bold listed below have been updated.

Please use these updated copies and ensure that any **previous versions of the forms are destroyed**.

Electoral Roll Certificates are no longer required and are therefore not included on this list of enclosures. However, written notification of the number of names on the roll of your parish as at the date of the APCM should be sent to the Diocesan Secretary by 1st July each year.

	Subject	Information for:	Read/ Noted/ Printed
1	APCM Information & Guidance 2024	PCC Secretary	
2	APCM 2024 - Frequently Asked Questions	PCC Secretary	
3	APCM Procedure - a check list of what you need to do before and after your meeting	PCC Secretary	
4	Notice of Meeting to elect Churchwardens*	PCC Secretary	
5	Churchwarden Nomination Form*	Churchwardens & PCC Secretary	
6	Form M1 - Notice of Annual Parochial Church Meeting *	PCC Secretary	
7	Form M2 - Application for a postal vote*	PCC Secretary	
8	Form 1 - Application for enrolment on the Church Electoral Roll*	Electoral Roll Officer	
9	Form 2 - Notice of Revision Church Electoral Roll*	PCC Secretary	
10	Deanery Synod Returns Form	Church House & Deanery Synod Secretary	
11	PCC Secretary Handbook	PCC Secretary	
12	Template PCC Member Declaration		
13	Membership of Deanery Synods 2023 - 2026	PCC Secretary	
15	Diocesan Privacy Notice here	PCC Secretary	
16	Pro forma Privacy Notice for parishes here	PCC Secretary	
17	Safeguarding - guidance and support for parishes here	PCC Secretary & Safeguarding Co-ordinators	
18	Parochial Fees - information and the 2024 fees table here	Hon Treasurer	

All documents available here: <https://trurodiocese.org.uk/resources/parish-facing-support/pccs/apcm-parish-resources/>

***Please ensure that you make additional photocopies as required. We suggest that each of the three notices is printed on different coloured paper so that they can be easily distinguished.**