

# Annual Parochial Church Meeting (APCM) PROCEDURE CHECKLIST

## PART 1: BEFORE THE MEETING:

There are certain legal requirements and tasks that must be actioned before your APCM. The table below lists each of these.

Once you have set the date for your APCM you may find it helpful to use the table to calculate and record the date for each task.

Details of the forms that should be used are also included (in red font); copies of all forms are available on our website

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

Action/event	When it needs to happen	Date	Task completed
<b>Fix date of Annual Parochial Church Meeting (APCM)</b>	<b>By 31 May 2024</b>		<input type="checkbox"/>
<b>Notice of Meeting to Elect Churchwardens</b> To be fixed on or near principal door of every church in the parish and every building licensed for public worship	For a period including the last two Sundays before the day of the meeting. <b>Use form provided.</b>		<input type="checkbox"/>
<b>Notice of APCM</b> To be fixed on or near principal door of every church in the parish and every building licensed for public worship	For a period including the last two Sundays before the day of the meeting <b>Use Form M1</b> Please add/delete the information in section highlighted <b>yellow</b> on form as appropriate for your APCM		<input type="checkbox"/>
<b>Notice of Revision of Electoral Roll</b> To be fixed on or near principal door of every church in the parish and every building licensed for public worship	At least 14 days before the start of the revision <b>Use Form 2</b> Please complete the section highlighted <b>yellow</b> on Form 2 detailing how you are going to publicise the Electoral Roll [CRR rule 5 (1)]		<input type="checkbox"/>
<b>Notice of Preparation of a New Electoral Roll (Every six years - next date = 2025)</b> To be fixed on or near principal door of every church in the parish and every building licensed for public worship	At least 2 months before the APCM Must remain on display for at least 14 days <b>Use Form 3</b>		<input type="checkbox"/>

<b>Preparation of a New Electoral Roll</b> <b>(Every six years - next date = 2025)</b> In the years when a new roll is prepared the following should also take place: <b>Announcements during services</b> <b>PCC informs those on the previous roll</b>	The first two Sundays once the notice is displayed Once the notice has been displayed		<input type="checkbox"/>
<b>Application for enrolment on the Church Electoral Roll</b> Copies to be made available for ER applicants for completion	During period between notice & date of revision of roll or preparation of new roll Use Form 1		<input type="checkbox"/>
<b>Completion of the Electoral Roll</b>	A fixed date 15 to 28 days before the APCM		<input type="checkbox"/>
<b>Publication of new roll</b>	Must be published for at least 14 days New roll takes effect on its publication (at which point the previous roll ceases to have effect)		<input type="checkbox"/>
<b>Churchwarden Nomination Forms</b> To be completed by Churchwardens for coming year	Before the APCM		<input type="checkbox"/>
<b>Safeguarding Policy</b> To be reviewed annually and formally recorded by the Parish Safeguarding Co-ordinator, Incumbent & PCC	Review before the APCM and formally record at the APCM		<input type="checkbox"/>

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## PART 2: AFTER THE MEETING

The table below lists the tasks that should take place following your APCM

Document/Information	By when?	Action by	Return to	
<b>Place Audit</b> Let Church House know of any updates to your Parish Officers and Deanery Synod Representatives by completing an electronic Place Audit	As soon as possible after your APCM	PCC Secretary or other nominated person	Contact <a href="mailto:info@truro.anglican.org">info@truro.anglican.org</a> to ask for a link & instructions.	
<b>Notification of number on Electoral Roll*</b> Written notification of the number of names on the roll of the parish as at the date of the APCM to be sent to the Diocesan Secretary (CRR 10)	By 1 <sup>st</sup> July	Electoral Roll Officer or PCC Secretary	c/o <a href="mailto:lesley.fusher@truro.anglican.org">lesley.fusher@truro.anglican.org</a>	<input type="text"/>
<b>Deanery Synod Returns Form</b> Details of elected Deanery Synod Lay Representatives to be sent, by either email or post, to your Deanery Synod Secretary.	No later than 1 July	PCC Secretary	Deanery Synod Secretary (see attached list)	<input type="text"/>
<b>Statistics for Mission</b>	31 January	Churchwardens	<a href="https://parishreturns.churchofengland.org/">https://parishreturns.churchofengland.org/</a>	<input type="text"/>
<b>Energy Footprint Tool</b>	31 July	PCC Treasurer	<a href="https://parishreturns.churchofengland.org/">https://parishreturns.churchofengland.org/</a>	<input type="text"/>
<b>Return of Parish Finance</b>	28 June	PCC Treasurer	<a href="https://parishreturns.churchofengland.org/">https://parishreturns.churchofengland.org/</a>	<input type="text"/>
<b>Annual Report and Annual Accounts**</b> CRR M5(8)	28 days after APCM	PCC Treasurer	<a href="mailto:finance@truro.anglican.org">finance@truro.anglican.org</a>	<input type="text"/>
<b>Archdeacons' Articles of Enquiry</b>	30 June	Churchwardens & Parish Priest	<a href="mailto:archdeacons@truro.anglican.org">archdeacons@truro.anglican.org</a>	<input type="text"/>

\*Please note that under the revised CRRs, Electoral Roll Certificates are no longer required.

\*\* The Annual Report and Accounts can be sent by email to [finance@truro.anglican.org](mailto:finance@truro.anglican.org)

If you are returning several documents in one envelope to Church House, please ensure you have affixed the correct postage

Contact details for Deanery Synod Secretaries can be found on the next page.

## DEANERY SYNOD SECRETARIES

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