

Annual Parochial Church Meeting (APCM) PROCEDURE CHECKLIST 2025



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 |
|--|---|------|--------------------------|
| Fix date of Annual Parochial Church Meeting (APCM) | By 31 May 2025 | | <input type="checkbox"/> |
| Notice of Meeting to Elect Churchwardens 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. Use form provided. | | <input type="checkbox"/> |
| Notice of APCM 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 Use Form M1 Please add/delete the information in section highlighted yellow on form as appropriate for your APCM | | <input type="checkbox"/> |
| Notice of Preparation of a New Electoral Roll (Every six years - next date = 2025) To be fixed on or near principal door of every church in the parish and in a location readily visible to members of the congregation in respect of every building licensed for public worship | At least 2 months before the APCM Must remain on display for at least 14 days Use Form 3 The section highlighted turquoise on Form 3 should be completed with the details of how you will publicise the Electoral Roll [CRR rule 8 (1)]. | | <input type="checkbox"/> |
| Announcements during services of preparation of a New Electoral Roll | At the services held on each of the two Sundays in the 14 day period beginning with the date the notice is displayed, the person conducting the service must inform the congregation of the preparation of the new roll. | | |

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|--|---|--|--------------------------|
| <p>PCC informs those on the previous roll</p> <p>The New Roll must be completed at least 15 days, but no more than 28 days, before your APCM.</p> | <p>PCC must take reasonable steps to inform every person whose name is on the roll of the parish that (a) a new roll is being prepared and (b) if they would like their name to be included on the new roll, they must apply for enrolment.</p> | | |
| <p>Application for enrolment on the Church Electoral Roll</p> <p>During a Revision year, copies to be made available for new ER applicants to complete</p> <p>When a New Roll is prepared, to be completed by those on the existing Roll who want to be on the new Roll, and anyone wishing to join for the first time.</p> | <p>During period between notice & date of revision of roll or preparation of new roll</p> <p>Use Form 1</p> | | <input type="checkbox"/> |
| <p>Publication of the revised or new roll</p> | <p>Must be published for at least 14 days between date of completion and the conclusion of the APCM.</p> <p>Names may not be added or removed from the roll during the publication period, unless to correct an omission or other error.</p> <p>New roll takes effect on its publication (at which point the previous roll ceases to have effect)</p> | | <input type="checkbox"/> |
| <p>Churchwarden Nomination Forms</p> <p>To be completed by Churchwardens for coming year</p> | <p>Before the APCM</p> | | <input type="checkbox"/> |
| <p>Safeguarding Policy</p> <p>To be reviewed annually and formally recorded by the Parish Safeguarding Co-ordinator, Incumbent & PCC</p> | <p>Review before the APCM and formally record at the APCM</p> | | <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 | |
|--|-------------------------------------|---|--|--------------------------|
| Place Audit 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 info@truro.anglican.org to ask for a link & instructions. | |
| Notification of number on Electoral Roll* 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 st July | Electoral Roll Officer or PCC Secretary | c/o lesley.fusher@truro.anglican.org | <input type="checkbox"/> |
| Deanery Synod Returns Form 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="checkbox"/> |
| Statistics for Mission | 31 January | Churchwardens | online returns to: https://parishreturns.churchofengland.org/ or completed forms can be emailed to the Operations Team info@truro.anglican.org or posted to Church House** | <input type="checkbox"/> |
| Energy Footprint Tool | 31 July | PCC Treasurer | | <input type="checkbox"/> |
| Return of Parish Finance | 15 June | PCC Treasurer | | <input type="checkbox"/> |
| Annual Report and Annual Accounts** CRR M5(8) | 28 days after APCM | PCC Treasurer | Can be sent by email to: finance@truro.anglican.org | <input type="checkbox"/> |
| Archdeacons' Articles of Enquiry | 30 June | Churchwardens & Parish Priest | archdeacons@truro.anglican.org | <input type="checkbox"/> |

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

** If you are returning several documents in one envelope please ensure you have affixed the correct postage. The postal address for returning documents to us is:

Church House, Old Cathedral School, Cathedral Close, Truro, TR1 2FQ

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