

Annual Parochial Church Meeting (APCM) PROCEDURE CHECKLIST 2026

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 2026		<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 Revision of Electoral Roll 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 The Revision must be completed at least 15 days, but no more than 28 days, before your APCM. After the Notice has been displayed for at least two weeks, the Revision starts.	At least 14 days before the start of the revision Use Form 2 The section highlighted yellow on Form 2 should be completed with the details of how you will publicise the Electoral Roll [CRR rule 5 (1)].		<input type="checkbox"/>

<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 Use Form 1</p>		<input type="checkbox"/>
<p>Publication of the revised 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>		<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@trurodiocese.org.uk 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 april.bullard@trurodiocese.org.uk	<input type="text"/>
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	april.bullard@trurodiocese.org.uk and to your Deanery Synod Secretary (see attached list)	<input type="text"/>
Statistics for Mission	31 January	Churchwardens	online returns to: https://parishreturns.churchofengland.org/ or completed forms can be emailed to the Operations Team info@trurodiocese.org.uk or posted to Church House**	<input type="text"/>
Energy Footprint Tool	31 July	PCC Treasurer		<input type="text"/>
Return of Parish Finance	28 June	PCC Treasurer		<input type="text"/>
Annual Report and Annual Accounts** CRR M5(8)	28 days after APCM	PCC Treasurer	Can be sent by email to: finance@trurodiocese.org.uk	<input type="text"/>
Archdeacons' Articles of Enquiry	30 June	Churchwardens & Parish Priest	archdeacons@trurodiocese.org.uk	<input type="text"/>

*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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