

Our Ref: SC/2501

9 December 2025

To: All PCC Secretaries, DCC Secretaries and Acting PCC Secretaries

Dear Friends,

Greetings to you from your fellow secretary, I hope that this finds you well.

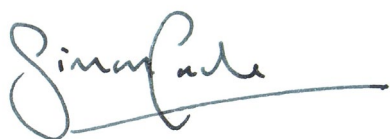
Firstly, thank you for your work as PCC, DCC, Benefice or Team Secretary, as well as for all the other things that you do in the life of the church. Good governance is vital to the life of the church and although you don't get a special hat, a ceremonial seat, or even a cake to celebrate your work, it is vital work, often behind the scenes and scarcely noticed by many. Unless we make a mistake of course, then they notice! So thank you from someone who knows something of how hard you work and how complex that work can be.

Over the years the role of the secretary has got more complex and more demanding. Emails and websites that were supposed to make life easier seem sometimes to have made things more complicated (my typewriter never had to update software, Basildon Bond was well protected from Russian cyber-attacks) but through all the change behind the scenes and across Cornwall faithful women and men have carried on going about their duties - and we are grateful.

As well as saying "thanks" I want to point to the bundle of support for the APCMs next year. We know that the Charity Commission are taking a much closer look at the Church of England at the moment, and not just for safeguarding, so it is more important than ever that the annual meeting and elections are conducted according to the rules. The Charity Commission are increasingly treating PCCs as they do any other charity, as I write to you there is a PCC being investigated by the Commission on that basis, so please make sure that record keeping is up to date particularly around elections and important decisions of the PCC, and that your PCC forwards its annual report to us - this is a legal requirement and the Charity Commission sometimes ask DBF teams if this has been done.

Finally if you need help or advice please ask, and if you have any feedback on the material we provide please let us know. No question is too silly or too basic - it is only foolish if we don't ask it when we should have done so and end up in a pickle that could have been avoided.

Thanks again, and blessings from the Church House team,



Simon Cade
Diocesan Secretary

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