

Annual Parochial Church Meetings (Part 9, Section A of the Church Representation Rules 2020), and Meetings of parishioners to elect Churchwardens (Churchwardens Measure 2001)

APCMs (which elect lay representatives on the PCC and Deanery Synod representative) and meetings of parishioners (which elect churchwardens) are usually held around this time of year, and must normally be held by **31 May** (Rule M1(1), s.4(1) Churchwardens Measure 2001).

The **Bishop has now extended the deadline for both meetings to 31 October 2020**. (Rule 78, section 10 Churchwardens Measure 2001).

In due course **notice of the new date** will need to be given in the usual way (Rule M2, s.5 Churchwardens Measure 2001).

### Meetings of the PCC

There is no longer a requirement for PCCs to meeting for a minimum number of meetings each year. They need only to hold “**sufficient meetings to enable the efficient transaction of its business**” (Rule M23(1)).

It may be convenient for PCCs to conduct some essential **business by correspondence** - see Rule M29 for the procedure. Don't forget to report to the next meeting of the PCC about any business conducted in this way (Rule M29(3)).

The **Standing Committee** of the PCC also has powers to conduct the business of the PCC between meetings – see Rule M31 for limitations and restrictions.

### Annual financial statements

Audited annual financial statements should be **approved by the PCC** – Rule M5(6). If the PCC isn't meeting at the moment, it can nonetheless approve them by **correspondence** (see above).

Once approved and signed by the Chair of the PCC, the financial statements should be **published** – Rule M5(7). This can be done **electronically** – Rule M5(7)(a).

A copy of the financial statements should be **sent to the Secretary to the Diocesan Board of Finance** within 28 days of the APCM – Rule M5(8). As most APCMs are now delayed, this may not happen for some time.

It is worth noting that APCMs do not need to approve the financial statements or vote on them. They are simply “**provided**” so that the meeting can “**discuss**” them – Rule M5(1)(c).

### Electoral Roll revisions

A **revision of the electoral roll is required every year** – Rule 3(1). If a revision is due, this should take place as normal, following the procedure set out in Rules 3 – 5.

A **report on the electoral roll** should be made to the next APCM, whenever that now meets – Rule M5(1)(a). Again, this report is provided for discussion only (see above).

It is *likely* that it will be impossible to comply with Rule 10: this rule requires the appropriate person to **report the number of names on the electoral roll** as at the date of the APCM *no later than 1 July*. Most APCMs will not have taken place before 1 July. While this has not been directly addressed by the national Church at the moment, it is probably sensible to report the number of names on the electoral roll on the *originally intended* date of the APCM.

### Can we help?

Need some more advice? Contact the Diocesan Registry by telephone on 01722 432390 or e-mail us at [registry@battbroadbent.co.uk](mailto:registry@battbroadbent.co.uk)