To: PCC Secretaries (or parish contact)  
(copy of letter to Incumbents)  

December 2019  

Dear Secretary,  

New Guidance on Annual Parochial Church Meetings  

Each year at this time, I write to remind you of the various procedures relating to the preparation of the Electoral Roll, the Annual Parochial Church Meeting and the returns which need to be made after the meeting. The requirements are set out in the Church Representation Rules which usually remain largely the same from year to year. This year the rules have been completely redrafted and there are some important changes. I have highlighted the main changes below, but for the full details it is strongly recommended that you refer to the new rules which are available online at https://www.churchofengland.org/more/policy-and-thinking/church-representation-rules or to purchase from Church House Publishing.

The published rules usefully include a copy of the Churchwardens Measure 2001.

Some key changes introduced in the Church Representation Rules 2020 include:

- An extension to the period during which the APCM may be held to 1st January to 31st May (previously 30th April). However, the dates for the Visitations for 2020 have already been published based on the previous deadline and where possible it is hoped that for 2020 parishes will hold their APCM before the end of April.
- Sidesmen are now to be appointed by the PCC, not the APCM.
- Electoral rolls may be published electronically, rather than in paper form. The published roll must include every name on the roll but no other personal data, such as addresses, although the roll itself must, where practicable, include addresses.
- Deanery Synod representatives appointed from 2020 onwards can only serve for two successive 3-year terms unless the APCM passes a resolution disapplying this limit.
- Previously PCCS were required to hold at least four meetings each year. Under the new Rules a PCC is to hold a “sufficient number of meetings to enable the efficient transaction of its business” (M23(1)).
- The new Rules also make provision for business to be conducted “by correspondence” (M29(1)).

In addition, may I draw your attention to the fact that Elections to Deanery Synods for the 2020-2023 triennium also take place in 2020.
Guidance and Forms

1. The following guidance is attached to this email and available from our website at [http://www.stalbans.anglican.org/diocese/meetings/](http://www.stalbans.anglican.org/diocese/meetings/):
   - a booklet summarising the information in the Church Representation Rules
   - an outline timetable covering the various procedures

2. The following forms are attached to this email and available from the website, (as above):
   - the Church Electoral Roll Certificate, for use if you wish, for 2020
   - the form for enrolment on the Church Electoral Roll
   - the form for members of the PCC confirming their eligibility to act as a charity trustee (this form should be completed by each PCC member and retained by parishes).

3. The following form will be sent by e-mail to the PCC Secretary of each parish:
   - the Result of Elections to Deanery Synod form for recording the names of those elected.

   Section 3(iv) in the booklet sets out guidance on PCC members confirming their eligibility to serve as charity trustees. Details are also included on where to obtain further information about the responsibilities of charity trustees.

Paper copies of the forms, guidance notes and timetable are available on request to Ruth Carl at diosecpa@stalbans.anglican.org or on 01727 818131.

After the meeting, forms and documents should be submitted as follows:

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<thead>
<tr>
<th>Form</th>
<th>Method of Return</th>
<th>Due</th>
<th>✓</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notification of number on Roll</td>
<td>(i) Send via email to <a href="mailto:diosecpa@stalbans.anglican.org">diosecpa@stalbans.anglican.org</a> OR by post to Holywell Lodge, 41 Holywell Hill, St Albans, Herts, AL1 1HE</td>
<td>By 1 July 2020</td>
<td></td>
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<tr>
<td>Electoral Roll Certificate</td>
<td></td>
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<td>✓</td>
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<tr>
<td>Result of Elections to Deanery Synod Form</td>
<td>(i) Send via email to <a href="mailto:diosecpa@stalbans.anglican.org">diosecpa@stalbans.anglican.org</a> OR by post to Holywell Lodge, 41 Holywell Hill, St Albans, Herts, AL1 1HE</td>
<td>By 1 July 2020</td>
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<td>AND</td>
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<td></td>
<td>(ii) Send to Deanery Synod Secretary</td>
<td></td>
<td></td>
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<tr>
<td>Accounts</td>
<td>Input online at <a href="https://portal.stalbans.anglican.org/">https://portal.stalbans.anglican.org/</a> OR email to <a href="mailto:aboon@stalbans.anglican.org">aboon@stalbans.anglican.org</a></td>
<td>Within 28 days of APCM</td>
<td></td>
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* Guidance for submission of information via the portal is available on the website at [https://www.stalbans.anglican.org/wp-content/uploads/MyDiocese-Data-Entry-Portal-Guidance-Notes-2019.pdf](https://www.stalbans.anglican.org/wp-content/uploads/MyDiocese-Data-Entry-Portal-Guidance-Notes-2019.pdf). (Please note this is a different address from previous years, please update any bookmarks you may have to this link).
It is particularly important this year that the Diocesan Secretary is notified of the number on the Church Electoral Roll and the Result of Elections to Deanery Synod as soon as possible following the meeting, as these numbers inform the calculations for General Synod elections later in 2020.

Please note that forms confirming the election of churchwardens should be returned to the Archdeacon’s office, as detailed on the form.

Please do not hesitate to contact me if you have any queries.

With best wishes for Christmas and the New Year.

Yours sincerely,

Susan Pope
Diocesan Secretary

Encs.