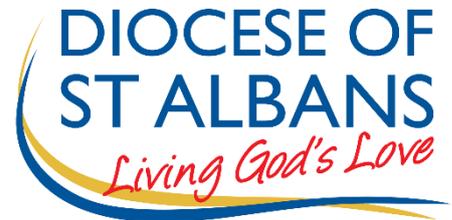


To: PCC Secretaries (or parish contact)
(copy of letter to Incumbents)



Miss Susan E Pope
Diocesan Secretary

Tel: 01727 818130

Fax: 01727 844469

Email: spope@stalbans.anglican.org

January 2021

Dear Secretary,

New Guidance on Annual Parochial Church Meetings

Once again I am writing to you about 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. I realise that for many of you it is not long since the 2020 meeting where this was delayed as a result of the pandemic. In that connection, we have still to receive the annual accounts for 2019 from a number of parishes, and if you have yet to send yours, I would be grateful if you could do so as soon as possible via the portal as set out below.

Whilst we can all be hopeful that vaccines will enable us to begin to return to in person meetings, it is assumed for the time being that there may still be a need to allow all or some people to attend meetings online. The Bishop has therefore issued a new Instrument to provide for this and a copy is attached.

The requirements for meetings are set out in the Church Representation Rules 2020 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.

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/>
 - 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 2021
 - 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).

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The St Albans Diocesan Board of Finance, a company limited by guarantee registered in England and Wales No 145227. Registered Charity No 248887

Registered Office: **Holywell Lodge, 41 Holywell Hill, St Albans AL1 1HE**

Switchboard: 01727 854532 Fax: 01727 844469 Web: www.stalbans.anglican.org

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:

Form	Method of Return	Due	✓
Copy of Electoral Roll certificate	(i) Send via email to diosecpa@stalbans.anglican.org OR by post to Holywell Lodge, 41 Holywell Hill, St Albans, Herts, AL1 1HE (ii) Send to Deanery Synod Secretary	By 1 July 2021	
Accounts	Input online at https://portal.stalbans.anglican.org/ * or email to aboon@stalbans.anglican.org	Within 28 days of APCM	

* 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>.

If there are casual vacancies within your Parish for Deanery Synod representatives, these can also be elected at the annual meeting and details of anyone elected in this way should also be sent to me via email to diosecpa@stalbans.anglican.org.

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,

Yours sincerely,



Susan Pope
Diocesan Secretary

Encs.