

PCC **Meetings and Data Protection**

PCC meetings and Church Representation Rules

Ten days before each meeting a notice announcing the meeting, signed by the Incumbent, is posted in the church porch.

Seven days before the meeting, the agenda is sent out, together with any additional papers and minutes of the previous meeting (if not previously circulated.)

A copy of the agenda, minutes and papers is available in the church for public inspection following each PCC meeting. Confidential material is removed from this copy.

The agenda - extra items from May 2017

Safeguarding: to receive any relevant updates or reports.

Confidentiality: to decide whether any part of the proceedings of the meeting should be regarded as confidential.

Publication of minutes: to decide whether any items should be excluded from the minutes which will be available in the church for public inspection.

Data Protection Act 1998

Following the APCM every PCC officer who has not done so before, should make a return to the Diocesan Office of a completed a data protection form.