

PCC SECRETARY NOTES

The notes cover the main areas of the PCC Secretary's responsibilities and have been prepared to help PCC Secretaries in their role. They balance the need to follow the requirements of church legislation and charity law while applying good practice and common sense to the role of the secretary and the governance of the local church.

The Governance team in the Diocesan Office are available to help you. If you have any questions please email parishsupport@salisbury.anglican.org or phone 01722 411922. Alternatively, you can write to us at Emmaus House, The Avenue, Wilton, Salisbury SP2 OFG.

Thank you for your contribution to the work of your PCC and the life of your church.

The Role of the PCC Secretary

Responsibilities – Your main responsibilities are to:

- Advise on the proper procedure for meetings and related activities in accordance with Church Representation Rules. The rules provide essential guidance on:
 - the composition of the Parochial Church Council and the various synods
 - the business which they must carry out and the way it should be executed
 - the rules about the electoral roll
 - the business and conduct of the Annual Meetings
 - the method of elections to the various bodies and the eligibility for election
- Prepare the agenda for PCC meetings, with the incumbent or chair and circulate to members with any supporting papers at least seven days before the meeting.
- Attend PCC meetings, maintain a record of attendance, take accurate notes, prepare and distribute the minutes of each meeting after clearing them with the chair.
- Organise the Annual Parochial Church Meeting (APCM) posting the appropriate notices and collating the annual report of the parish, including the reports required by Church Representation Rules and Church Accounting Regulations. After the meeting, prepare the minutes.

Meetings in the PCC year

The References used in these notes are, in full:

- (1) **Church Representation Rules 2022** e.g. CR Rule 2(3)
- (2) **Churchwardens Measure 2001** e.g. CWM Sect 5(4) – please see pp. 127–134 of the Church Representation Rules.

Meetings will involve several people including the Incumbent/Minister, Electoral Roll Officer, PCC Secretary and PCC Treasurer, but the Secretary will normally be responsible for ensuring that the various

notices are displayed. Notices will normally be displayed at or near the church door, but the important thing is that they are displayed where people will see them.

The **Parishioners' Meeting** is the meeting at which the Churchwardens are elected. It must be held no later than **31st May** and is usually held immediately before the APCM. It is normally chaired by the Incumbent and may be attended by those persons who are on the Church Electoral Roll and any other person who is resident in the parish and whose name is on the register of local government electors. In practice, attendance is normally by Church Electoral Roll members only.

The **Annual Parochial Church Meeting** must be held by **31st May**. It is normally chaired by the Incumbent and may be attended by clergy licensed to the benefice and all lay persons who are on the Church Electoral Roll. The agenda for the meeting is laid down in CR Rule M5 and is conducted in the following order, although other items can be included according to local practice:

- a. Report on the Electoral Roll
- b. Annual Report on the proceedings of the PCC and activities of the parish
- c. Presentation of the audited or independently examined PCC Accounts for the previous year ending on 31 December
- d. Churchwardens' Report on the fabric, goods and ornaments of the church
- e. Report on the proceedings of the Deanery Synod
- f. Election in every third year of lay representatives to the Deanery Synod
- g. Election of lay representatives to the PCC
- h. Appointment of Sidesmen (optional)
- i. Appointment of an Independent Examiner or Auditor to the PCC

In addition to being involved in the organisation of these meetings, The PCC Secretary will normally contribute to, or be asked to co-ordinate or produce the Annual Report.

Parochial Church Council Meetings and PCC Sub-Committees The regulations relating to PCC meetings and sub-committees are in Section B of the Parish Governance Model Rules of the Church Representation Rules 2022, pages 93-107. They can also be accessed online via the following link: <https://www.churchofengland.org/about/leadership-and-governance/legal-services/church-representation-rules/part-9>

The main points to note are:

- a. **PCC Meetings** – CR Rule M23 requires the PCC to hold a sufficient number of meetings to “enable the efficient transaction of its business”. Normally this means quarterly although some PCCs will need fewer or more. Quorum one-third of members.

The membership details are in CR Rules M15 & 16, pages 93-96.

In summary they are:

- All clergy beneficed in or licensed to the parish
- If a team ministry, then all the clergy members of the team of that ministry
- Any deaconess or lay worker licensed to the parish
- The churchwardens, (also the deputy churchwardens of any districts legally defined by Scheme within the parish)
- If the PCC so determines, any Licensed Lay Ministers whose names are on the church electoral roll of the parish
- All persons whose names are on the church electoral roll of the parish and who are lay members of the Deanery Synod, Diocesan Synod or General Synod
- Elected representatives of the laity:
 - 6 – where there are 50 or fewer names on the church electoral roll
 - 9 – where there are 100 or fewer names on the church electoral roll

a further 3 representatives for every 100 (or part thereof) names on the electoral roll up to a maximum of 15

- Co-opted members up to one fifth of the number of the lay representation or two, whichever number is greater. These can be either lay or clergy.
- b. **Standing Committee Meetings** – The only sub-committee required by CR Rules. Not less than five members, including the Minister and Churchwardens, and normally the Secretary and Treasurer. Conducts the business of the PCC between meetings.
- c. **Sub-Committees** – Any number permitted. The Minister is ex-officio. The committee can include non-PCC members.

There are two further ‘formal’ types of meetings provided for in Church Representation Rules. However, it would not normally be expected that it would be necessary to hold such meetings and the need for one of these may indicate a breakdown of communication in the parish:

- a. **Special Parochial Church Meeting** (CR Rule M13) – this is similar to APCM.
- b. **Extraordinary Meeting of PCC / Extraordinary Parochial Church Meeting** (CR Rule M33 and M14) – convened and normally chaired by Archdeacon.

Books in which you will find these references and more relevant material for PCC Secretaries are listed below.

- ‘Church Representation Rules 2022’, (Church House Publishing, 2022) – also available online through the following link – <https://www.churchofengland.org/about/leadership-and-governance/legal-resources/church-representation-rules>
- ‘Practical Church Management’, (James Behrens, Gracewing, 2021)
- ‘A Handbook for Churchwardens & Parochial Church Councillors’, (MacMorran & Briden, Bloomsbury, 2024)

The forms used for these meetings can be downloaded from the Parish Resources website:

<https://parishresources.org.uk/the-pcc-as-a-charity/apcms-and-electoral-roll/>

Preparing for the Annual Meetings

The APCM planner is a helpful tool which details what needs to be done and when. It also provides the legislative references from the **Church Representation Rules** and **Churchwardens Measure**. The document is available on our website as an [Excel spreadsheet](#) and [Word document](#).

The APCM will involve a number of individuals such as the Electoral Roll Officer and the PCC Treasurer, but the Secretary may have a co-ordinating role.

In advance of the meetings, the Diocesan Office will give instructions on the arrangements for handling specific documents and information. After the meetings:

- Electoral Roll Officer sends the number on the Electoral Roll to the Diocesan Office
- PCC Secretary completes the Place Audit for the Diocesan Office. This form will be sent to you as an email link and is used to update the names and contact details of the Churchwardens and PCC Officers. The Place Audit instructions explain the process and can be accessed on our website – <https://www.salisbury.anglican.org/supportforparishes/parish-governance/>
- PCC Treasurer emails a copy (or posts two copies) of the Annual Report and Accounts to the Deanery Treasurer and one copy to the relevant Area Office. The contact details for your Area Office can be found via the following link – <https://www.salisbury.anglican.org/whoweare/dbfstaff/bishops-offices-/>

The Annual Report

The preparation of a written annual report, like the preparation of the accounts, is the joint responsibility of the whole PCC. It puts all the PCC's financial statements into perspective and relates them to the wider life of the Church. The report will review the past year and link financial plans to the vision for the future. For this reason, while it is legally a separate document from the accounts, it provides important accompanying information to the accounts and SORP therefore requires that it should be attached to the accounts whenever a full set of accounts is distributed.

The Church Representation Rules (Rule M5 (1)(b)) require 'an annual report on the proceedings of the parochial church council and the activities of the parish generally' to be received by the Annual Parochial Church Meeting (APCM). The meeting is then free to discuss it.

This report is the only report required by law. It is quite separate from the statement or address that the incumbent may wish to make to the APCM and is distinct from the reports of church organisations which are a normal feature of APCMs. It will usually be drafted by the secretary and the treasurer of the PCC, but some PCCs may wish to involve others in the drafting. It is a significant document in the life of the Church and should be prepared in that light rather than as a chore to be completed.

The PCC must adopt the report before it is presented to the APCM and it must be dated and signed by the chair of the PCC meeting at which it was adopted. Ideally an early draft should be shown to the PCC, but beware attempting to draft by committee.

The independent examiner or the auditor will need to see at least a draft of the report as a part of their scrutiny of the accounts. The report should be attached to the accounts whenever a full set of accounts is distributed, together with a copy of the audit or independent examination report.

Because the report must be written for the general public as well as for Church members, it has to include information that Church members might take for granted, such as identification of the parish church, how the PCC operates and the names of its members. However, the whole report should be wider than this and deal with the main activities of the Church and new developments planned. It will give a flavour of the Church at worship, 'being' as well as 'doing', in pastoral and mission modes, and how it relates to those outside and on the fringes as well as in the congregation.

It is in no one's interest to make the report long and complicated. It is much more likely to be read if it is succinct and to the point.

Guidance on the preparation of the PCC's Annual Report and Accounts is contained in the booklet '**The Charities Act 2011 and the PCC**' 5th edition, published in 2017 by Church House Publishing. Your Treasurer should have a copy of this.

For PCCs with income over £250,000 refer to the Accruals Accounts section. For PCCs under this threshold the relevant section begins on page 102. (Note that the threshold for a formal audit is now £1 million of income.)

Further guidance and examples may be downloaded from the Church of England's Parish Resources web site at <https://parishresources.org.uk/resources-for-treasurers/accounting-and-reporting/the-annual-report/>. An alternative version of the report with Receipts and Payments Accounts is on the Charity Commission website: <https://www.gov.uk/government/publications/example-trustees-annual-reports-and-accounts-for-charities>. This is an example of a more detailed report using a different format.

ST EMILION'S CHURCH, BARCHESTER
ANNUAL REPORT AND ACCOUNTS OF THE PAROCHIAL CHURCH COUNCIL FOR THE YEAR ENDED 31ST
DECEMBER 2023

Administrative information

St. Emilion's Church is situated in The Green, Barchester. It is part of the Diocese of Salisbury within the Church of England. The correspondence address is The Vicarage, Church Street, Barchester.

The Parochial Church Council (PCC) is a charity excepted from registration with the Charity Commission

PCC members who have served from 1st January 2023 until the date this report was approved are:

Incumbent: The Revd Onesimus Og Chair

Reader: Mr Adam Agrippa

Wardens: Mrs Bathsheba Babylon

Mr Caleb Cornelius Vice chair

Representatives on the Deanery Synod:

Mr David Dathan

Mr Eli Emmaus Secretary

Mr Felix Festus

Elected members:

Miss Gomer Goliath (From APCM 2023 – 5th April 2023)

Mrs Hannah Hosea Treasurer

Mr Ishmael Isaiah

Mrs Kezia Korah

Miss Leah Lot (Until APCM 2023 – 5th April 2023)

Mr Mark Moses

Miss Naomi Noah

Mr Paul Potiphar Until APCM 2023 – 5th April 2023)

Miss Ruth Reuben

Mr Timothy Thomas (From APCM 2023 – 5th April 2023)

Co-opted members:

Miss Jemima Joshua (From PCC Meeting – 22nd June 2023)

Structure, governance and management

The method of appointment of PCC members is set out in the Church Representation Rules. All Church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC complied with its duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 by having due regard to the House of Bishops' guidance on safeguarding children and vulnerable adults within the parish. Those due for safeguarding refresher training attended a course in October 2023.

Objectives and Activities

St Emilion's PCC has the responsibility of co-operating with the incumbent, the Revd Onesimus Og, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and

ecumenical. It also maintains the St Emilion's Church Centre, The Green, Barchester.

Achievements and Performance

Church attendance

There are 273 parishioners on the Church Electoral Roll, 91 of whom are not resident within the parish. 18 names were added during the year and 9 were removed either through death or because they moved away from the parish. The average weekly attendance, counted during October, was 207, but this number increased at festivals and two Christmas carol services had to be held to seat all those who wished to attend.

Review of the year

The full PCC met six times during the year with an average level of attendance of 80%. Committees met between meetings and minutes of their deliberations were received by the full PCC and discussed where necessary.

A great deal of time and thought was spent during the year on making best use of the new services. Many have said how much easier it is to follow the services now that they are printed out in booklets. We also agreed the new style of Family Worship on the morning of the 3rd Sunday each month.

This has meant that special arrangements have had to be made for baptisms and for welcoming the families at corporate worship on the 1st Sunday of each month. It is pleasing to be able to report that the new arrangements have been well received since they came into operation during September. They will be reviewed by the PCC after 12 months.

The PCC has also focused its attention on the questions posed to parishes in the deanery about the most effective deployment of stipendiary and non-stipendiary clergy.

The kitchen in the Church Hall was refurbished during August and the new environment meets the stringent health and safety requirements and allows us to continue the old people's luncheon club on Saturdays. A new photocopier was purchased.

The Mission and Evangelism Committee is to be congratulated on their fund-raising efforts. £1,350 was raised for the Southern Africa Famine appeal. It is good that these efforts on behalf of others can be combined with opportunities for fellowship.

The planned giving through envelopes and banker's orders increased by 8% and it was good to see the use of Gift Aid envelopes increased. However, the total income, including tax recovered but excluding the legacy, went up by only 2% due to a reduction in general donations and because no rummage sales were held. We were grateful for a pecuniary legacy of £1,000 from the estate of Mrs Esther Ruth. £2,000 was set aside towards the cost of the much needed cleaning of the organ. The work was completed in time for Christmas.

The state of the nave roof has been causing concern for some time. After many years, during which routine maintenance has been carried out, a detailed report on its condition will be prepared by the architect at the next routine inspection in April 2024. We have already anticipated the need for major structural renewal, and it is our policy to make provisions from general income in the hope that an urgent appeal can be avoided.

Financial Review

Total receipts on ordinary unrestricted funds were £63,450 and are detailed in the Financial Statements. The freehold house at 36 Church Road continues to be let temporarily, which provided a gross income of £3,700.

£60,850 was spent to provide the Christian ministry from St Emilion's Church, including the contribution to the diocesan parish share, which largely provides the stipends and housing for the clergy. It increased by 2.5%. The sum that the Churches in the deanery have to find is shared between the Churches according to a formula that is based mainly on a head count of the congregations. We have to find more of the sum at St Emilion's as the size of our congregation increased more compared with other churches.

The net result for the year was an excess of receipts over payments of £2,600. After transferring £2,000 to the designated Organ fund to cover expenditure incurred towards the end of the year (paid in 2021), and adding bank and deposit balances brought forward at the beginning of the year, the balances carried forward at 31st December for unrestricted funds totalled £4,900.

Reserves policy

It is PCC policy to maintain a balance on unrestricted funds (if possible), which equates to approximately six months unrestricted payments, to cover emergency situations that may arise from time to time. The balance of £4,900 on unrestricted funds at the year-end did not match this target.

The balance of £17,050 in the Fabric restricted fund is retained towards meeting the cost of the nave roof repairs detailed above.

It is our policy to invest our funds balances with the CBF Church of England Deposit Fund

Approved by the PCC on 8th March 2023 and signed on their behalf by the Revd Onesimus Og (PCC Chair)

Examples of PCC Agendas

Format of the Agenda

There are no 'rules' for preparing agenda. These examples are offered as good practice covering what would normally be included in a PCC agenda. The agenda should be agreed with the Incumbent / Chair, perhaps at a meeting of the Standing Committee. The format used will depend upon local practice, but there are certain basic elements that should be included:

- ☞ Time, date, place of the meeting
- ☞ Apologies for absence
- ☞ Approval of the Minutes of the previous meeting and Matters Arising
- ☞ Financial Update – it is important that the PCC is kept informed of the PCC's financial situation
- ☞ Sub-Committee reports – it is important that the PCC maintains oversight of the activities of its own sub-committees

If a 'guest' speaker is attending for a particular item, it is helpful if the item is included at the beginning to avoid the speaker having to attend the whole meeting

AGENDA FOR A PCC MEETING TO BE HELD AT 7.30PM ON 23RD JULY 2023 IN THE CHURCH HALL

PRAYER and BIBLE READING

1. Apologies for absence
2. Approval of the minutes of the council meeting of Thursday, 13th May 2023
3. Matters arising: a. Welcome Booklet & Card PC/TW
4. PCC Co-Options
5. Committee Reports: a. Church Hall
- c. Fabric
- d. Finance
- e. Pastoral Care Group
- f. Social & Fellowship
- g. Music & Worship
- h. LPAs
6. Work with Children & Young People RB
7. Correspondence
8. Dates for the future
9. Any other business: a. Piano RB
- b. 100+ Club DF(T)
- c. Vestibule AC
10. Date of next meeting

THE GRACE

**AGENDA FOR A MEETING OF SARUM ST CUTHBERT'S TO BE HELD IN THE PARISH CENTRE AT 7.30 PM
ON MONDAY 27 JANUARY 2023**

- 7.30 1. Prayers
2. Apologies for Absence
3. Minutes of the PCC Meeting held on 24 November 2022
- 7.35 4. Matters Arising from the Minutes:
- a. Item 4.5: Sound System for the Lady Chapel
- b. Item 4.6: Disposal of Pews
- c. Item 10: Review of Hymn Books
5. Sub-Committee Reports
6. Repairs to the Bell Tower
- 8.00 7. Link with Church Mission Society Missionaries – Bishop Allison College, Uganda
8. Church Representation Rules 2022 – Changes to PCC Membership
9. Parish Awayday 2023
Members are invited to suggest subjects for the PCC Awayday on 26 June 2023.
- 8.40 10. Treasurer's Report and Proposals for an annual Thanksgiving Day (Paper by Peter Pence attached)
11. Funding for Disabled Access Ramp to the Church Hall
Following the review of tenders, the Standing Committee proposes that The PCC accepts the tender of J Boucher and Sons and approves expenditure of £10,000 for the installation of the Church Hall access ramp.
- 9.10 12. Electoral Roll Changes
13. Correspondence
14. Any Other Business – please notify the Secretary in writing/email by 22 January.
15. Date of Next Meeting (Standing Committee: 23 February 2023, PCC: 10 March 2023)

12 January 2023

I N JONES
Secretary

Examples of PCC Minutes

Format of Minutes

There are no 'rules' for preparing minutes. These examples are offered as good practice covering what would normally be included in PCC minutes. The basic elements that should be included:

- ☞ Time, date, place and chair
- ☞ Names of those present and apologies for absence
- ☞ Approval of previous minutes and matters arising
- ☞ Individual agenda items should summarise briefly the issue and discussion, record the decision and indicate who is responsible for action, ideally with dates for completion
- ☞ Where there is a formal resolution or decision, the names of the proposer and seconder should be included
- ☞ Time, date and place of next meeting (this might only require a date if the rest remains the same!)

After you have prepared the minutes, it is advisable to 'clear' them with the chair before being distributed to the PCC for approval at the next meeting

MINUTES OF A MEETING OF ST EDMUND'S, BROMPTON, PCC HELD IN THE PARISH CENTRE AT 7.30PM ON MONDAY 5 JULY 2023

Present:	The Revd Karen Ridley	Chair
	James Abbott	Churchwarden and Vice Chair
	Jennie Brown	Churchwarden
	Peter White	Treasurer
	Neil Jones	Secretary

Geoffrey Burns, John Chapman, John Coates, Jean Dempster, Martin Lime, Margaret Lucas, Jenny Newton, Tom Price, Sally Varley, William Vernon, Maurice Winters, Sarah Waller.

ITEM 1. INTRODUCTION

1. The Chair opened the meeting with prayers.

ITEM 2. APOLOGIES FOR ABSENCE

2. Apologies were received from Anne Baker, John Fulton, The Revd Judith Holmes, Roger Lewis, Heather Morton, John Prince, Linda Short.

ITEM 3. MINUTES OF THE MEETING HELD ON 17 MAY 2023

3. The minutes were approved and signed with the following amendments: Item 8.11, final sentence to read "It was noted that, as a point of principle, whenever possible quotations should be obtained from three contractors."

ITEM 4. MATTERS ARISING FROM THE MINUTES

4. **Item 4.4 Choir Vestry.** Jennie Brown reported that work on the Vestry was expected to be completed by the end of July. This would complete the programme of disabled access work.

5. **Item 4.5 Arrangements for Parish Retreat – Saturday 25 September.** The Chair confirmed the location for the retreat as Dursland House. Brother Joseph had accepted the invitation to lead the morning session. The Secretary was to arrange advanced publicity in the magazine and pew sheets.

ACTION: NEIL JONES

ITEM 5. TERMS FOR LETTING THE PARISH CENTRE

6. William Vernon reported that the Pugwash Playgroup wished to renew the tenancy of the small hall and storage room and that a satisfactory agreement had been reached on the level of rent and the apportionment of costs for amenities. He was thanked for the successful completion of the negotiations

and the retention of a good tenant. The papers were to be passed to the Treasurer after signature.

ACTION: WILLIAM VERNON

ITEM 6. SHARE

7. It was noted that the newly installed electronic giving device had already raised £400. Meanwhile, the Stewardship Committee was asked to consider how an annual thanksgiving and review of giving might encourage new givers and an increase in giving. They would report back at the November meeting.

ACTION: JOHN COATES

ITEM 7. APPOINTMENT OF A FOUNDATION GOVERNOR FOR ST EDMUND'S SCHOOL

8. Margaret Lucas reminded the PCC that she had already notified them of her intention to stand down after eight years as a foundation governor of St Edmund's School. She suggested that she should be replaced by Mrs Anne Williams who had two children at the school, was fully involved in church life and assisted in running the Young Seekers group.

9. It was proposed by the Chair, seconded by Margaret Lucas and agreed unanimously that Mrs Williams should be nominated to the Diocesan Board of Education as the new Foundation Governor.

ACTION: NEIL JONES

ITEM 8. APPROVAL OF CANDIDATES FOR MINISTRY AS LAY PASTORAL ASSISTANTS

10. The Chair announced that three members of the congregation had expressed a wish to join the team of LPAs. They would complete the deanery LPA course starting on 6 September, after which they would be commissioned by the Archdeacon of Sarum before beginning their ministry.

11. It was proposed by Jennie Brown, seconded by Martin Lime and agreed unanimously that Mrs Mary Kinley, Mrs Marion Jones and Mr Peter Perritt should be endorsed as candidates for ministry as Lay Pastoral Assistants in the parish.

ACTION: REVD KAREN RIDLEY

ITEM 9. DEANERY SYNOD REPORT

12. Geoffrey Burns summarised the report on the June meeting of the Deanery Synod which had been circulated with the minutes. In particular, he drew attention to the announcement that the review of the Deanery Strategic Plan would involve visits from the Standing Committee to every parish.

ITEM 10. ELECTORAL ROLL CHANGES

13. One name had been removed from the Electoral Roll following the death of Mrs Ethel Thomas.

ITEM 11. CORRESPONDENCE

14. There were no items of correspondence to report.

ITEM 12. ANY OTHER BUSINESS

15. Sally Varley reported that she had been able to arrange for Heather Bland, the Diocesan Safeguarding Adviser to speak at a joint meeting with St Aldhelm's Mothers Union at 2pm on Wednesday 1 September. She suggested that those who could not attend the previous deanery presentation might wish to attend.

ITEM 13. DATE OF NEXT MEETING

16. The dates of next meetings are:

Standing Committee: Wednesday 8 September & PCC: Monday 20 September

PARISH OF ALL SAINTS LONGTON

Minutes of a PCC meeting held on Thursday, 13th May 2023 at All Saints Rectory.

PRESENT: Rev Paul Townsend (Rector & Chair) PT
Trish Smith TS
Steve Coombe SC
David Brown (Churchwarden) DB
Sylvia Brown SB
Terry Wood TW
Alison Cowdray (Churchwarden & Acting Secretary) AC
Peter Crown PC
David Frost DF

ACTION

1 APOLOGIES

Libby Kane LK, Rachel Bell (Curate) RB and Dennis Fletcher (Treasurer) DF(T)

2 MINUTES OF LAST MEETING

One correction was noted prior to acceptance:

- Item 4: Mr Philp does not have a copy of the deeds.

3 MATTERS ARISING

PT/PC/AC

- **Website:** It was noted that the website had now been launched as an on-going project.
- **Retiring Collection:** PT advised that several attempts had been made to regulate a Retiring Collection and which needed to be formalized. It was agreed that there would be a collection on the last Sunday of each month for a specific charity running through a quarterly period. DF suggested that it would be good to include local charities in the campaign. AC agreed to do a poster for the notice board and PC/PT would organize collection jars for the congregation to take home. Retiring Collections for the next twelve months were agreed as follows:

April, May, June 2023 = Christian Aid

July, Aug, Sept 2023 = Water Aid

Oct, Nov, Dec 2023 = Children's Society

Jan, Feb, March 2024 = USPG

4 COMMITTEE REPORTS

Church Hall

Soc & Fell Cmtte

- PT read out a report provided by Pat May who would be handing over responsibility with immediate effect although would continue to clean until a replacement could be found. The meeting was advised that Graham Philp had also handed over responsibility but agreed to continue to cut the grass and hedges.
- DF advised that there was some work needed to the hall particularly to the guttering; a maintenance day was arranged for Saturday, 19th June from 9-3pm to be followed by a BBQ.

Fabric

- SB advised that some windows around the Baptistry had been broken; it was intended to make a claim on the insurance; PT agreed to speak with John Todd. **PT**
- A Maintenance Day was arranged for 22nd May – 8.30 start; DF would put a list of jobs up in

church. He further advised that more work was needed on the rear wall. **DF**

Finance

In the absence of the treasurer, there was no report.

Pastoral Care

- TS advised that 40+ Easter cards had been given out as well as several visits.
- The recent stall in the village raised approximately £80

Social & Fellowship

- PC wants to get the Welcome Booklet completed and agreed to bring a draft to the next meeting. **PC**

LPA's

- Jan Winslow was now licensed bringing their numbers up to 4
- Meeting once a month as a group; next meeting on 18th May.

5 RB and TYG were planning a swimming trip in July and requested PCC permission for insurance purposes 18/12 – agreed. TYG wished to do a sponsored swim for 15 mins to raise funds for a local charity and TYG itself.

6 Christmas Services 2023 were agreed as follows:

Sunday 19th December	= 9 lessons & Carols	
Friday, 24th December	= Crib Service 1800hrs	
	= Midnight Mass 2330hrs	
Saturday, 25th December	= 0800hrs	
	= 0930 hrs with Holy Communion	PT

7 PT reported that the meeting with Judith Johnson, the Diocesan Children's Advisor, had gone really well and had generated a great many ideas. PT/SB to make busy bags for children to have in church with books, toys, pencils etc. PT to ask congregation members to be responsible for keeping these supplied. **PT/SB**

In a written report to the PCC RB suggested increasing the Carousel Days to once a month so as to keep momentum. The meeting was concerned that this was a little too ambitious and suggested quarterly to coincide with church festivals. PT suggested that the link between the Carousel Days and Breakfast Club could be strengthened to provide extra activities for children. **RB**

8 There was no correspondence to report.

9 Any Other Business

- TW suggested a welcome card for new neighbours showing service information and contact numbers. PCC suggested some modifications and TW would provide copies to be put out for congregation members to take as and when they see a new neighbour. **TW**

10 Date of next meeting: Monday, 12th July 2023 at 1930hrs in All Saints Rectory

11 There being no further business, the meeting closed with the Grace.

Example of a PCC Resolution for a Faculty

PCC Secretary – Applications for a faculty are the responsibility of the Incumbent and Churchwardens and the appropriate forms are provided by the Diocesan Advisory Committee. An example of how to prepare a copy of an entry from PCC Minutes to accompany a petition for a faculty is given below.

The PCC Resolution

It is most important that you submit with the petition a copy of a resolution passed by the PCC to petition for a faculty for the proposals which have been the subject of a DAC certificate. A draft form of such a resolution is printed below to assist you.

The Parochial Church Council of the Parish of
at its meeting held on passed the following resolution unanimously/without dissent/by a majority of votes to among those present and voting*:

That this council authorises the incumbent and churchwardens/other suitable representatives* to petition for a faculty for (set out the works as they are described in the DAC's certificate).

I certify that this is a correct copy of the entry in the minutes of the PCC.

Signed..... (Chair/Secretary of the PCC)

* Please delete that which is inappropriate

Glossary of Terms

Chancellor	The chancellor of a diocese is an official appointed by a diocesan bishop, who exercises jurisdiction on behalf of the bishop. The Chancellor of the Diocese of Salisbury is the Worshipful Canon Ruth Arlow.
Consistory Court	The Court of the bishop of the diocese, which administers ecclesiastical law.
Faculty	A licence or permission issued by the Chancellor or an Archdeacon on behalf of the Bishop of the Diocese through the Consistory Court to do something which could not lawfully be done otherwise. A faculty is normally required for any work to a consecrated building or land or to a building which has been put under the faculty jurisdiction by an order of the bishop. However, certain works will be carried out under the Minor Works Scheme.
Petition	An application for a faculty. The petition is a legal document and must be signed by the Petitioners.
Petitioners	The persons applying for a faculty by means of a petition. In most cases, the Petitioners are the incumbent or priest-in-charge and the churchwardens. If there is no incumbent or priest-in-charge, it is advisable in some cases to ask the Rural Dean to act as a Petitioner.
Registrar	The official appointed by a diocesan bishop to act as his legal secretary and record all his official acts and issue necessary documents for official business. The diocesan records are in his charge. The Registrar is a solicitor and usually a notary public. The Registrars of the Diocese of Salisbury are Mrs Sue de Candole and the Revd Gavin Foster at 42/44 Castle Street, Salisbury, SP1 TX. They may be contacted c/o registry@salisbury.anglican.org Tel: 01722 432390.

Why do I need to read this?

The UK GDPR is the retained EU law version of the General Data Protection Regulation (2018) (EU GDPR). It is designed to protect the rights of identifiable living individuals concerning information about them (known as personal data). It covers basic factual information (such as names and addresses) and expressions of opinion (such as in references). With effect from 1 January 2021, organisations need to bear in mind that there are two legal texts to consider, where relevant: the UK GDPR as well as the Data Protection Act (DPA 2018).

Do I need to notify and if so how?

Notification is the process whereby a data controller informs the Information Commissioner's Office (ICO) that they are processing (handling) personal data. Each PCC is considered to be a data controller although most should be exempt from notification.

It should be stressed that, even if the PCC is exempt from notification, the remainder of the GDPR still applies to them and everyone in the parish handling personal data.

If you need to notify for the first time, you should telephone the ICO on 0303 123 1113. You will be asked certain questions and then sent a form to complete and return with a fee of £40 or less (payable annually). You will be asked if you have an information security policy but should not get into trouble for not having one as this is primarily aimed at larger organisations; at parish level the application of common sense should be sufficient.

What are the restrictions on the use of personal data?

Article 5 of the GDPR requires that personal data shall be:

- a. Processed lawfully, fairly and in a transparent manner in relation to individuals;
- b. Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes.
- c. Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- d. Accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- e. Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals;

f. Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Article 5(2) requires that:

The controller shall be responsible for, and be able to demonstrate, compliance with the principles.

How does this specifically affect the PCC?

PCCs need to have carried out an audit to list who holds what data, how safely it is stored, how long for and who it may be shared with. The Keep or Bin leaflet will help you determine retention periods. PCCs need to write a Privacy Notice which can be put on the parish web site (if you have one) and made available on request – the Parish Resources web site (details below) has a template. A simple version for small parishes is also available on the Diocesan website [here](#).

The following notes should help you determine whether or not you need to gain formal Consent from the individuals you correspond with:

1. GDPR does not take precedence over any other legislation. For example, the names and addresses on the church electoral roll are collected and held as directed by Church Representation Rules (Synodical Government Measure 1969) and this is the legislation that takes priority. This would also apply to personal data processed to comply with financial reporting requirements.
2. If you only keep and use people's personal data (their names and addresses) for a statutory purpose (as in paragraph 1 above) you do not need to seek their separate Consent. The statutory uses of the church electoral roll include determining who is eligible to vote at the APCM, correspondence relating to the APCM, determining who may be elected to the PCC or to the deanery/diocesan/general synod and who may vote in these elections.
3. In some churches the electoral roll is also used as a general mailing list. If all that is being sent is times of services, reports on church activities and musings on the Sunday readings the PCC (as the legal "data controller") could argue that it has a "legitimate interest" under GDPR and therefore does not require Consent. In other words you could argue that it is legitimate to assume that those prepared to sign up to the electoral roll are interested in church matters. It would, however, be sensible to gain written Consent for continuing contact with any incidental visitors (e.g. those attending baptisms, weddings and funerals).
4. If, however, there is any hint of marketing (e.g. advertising from local tradesmen or for events for which a charge will be made) and you are emailing people you most definitely should obtain their Consent. Interestingly, you do not need consent to put the same information as hard copy through their letter box.
5. In the run-up to an APCM, the Church Electoral Roll Officer should put up a list of the names of those on the electoral roll (a statutory requirement under Church Representation Rules). They should not, however, include contact details (which would breach data protection law).
6. 2026 requires all parishes in the Church of England to prepare a New Roll. Everyone will need to fill in a new Application for Enrolment on the Church Electoral Roll. I shall add an optional section

after the statutory wording to enable parishes to also use the Enrolment Form as a Consent Form for wider communications should they so wish. I shall, as usual, write to PCC Secretaries and Church Electoral Roll Officers before next year's APCMs to give you the information and documents that you will need.

What are subject access rights and how do they operate?

An individual has the right to receive a copy of most paper-based or electronic information held about them by an organisation ('data controller') within 30 days of making that request – a "Subject Access Request or SAR". This covers all information held on computer and any correspondence and other papers from which that information might be deemed to be reasonably accessible. You do not, therefore, have to scour through minutes etc for any mention of the individual. You may stipulate that such requests should be presented in writing and also that, if the individual is willing, you may deal with the request informally, e.g. over the telephone (see the ICO's own Privacy Notice for how they handle this).

The general principle is that as much information as possible should be shared with the individual. There are, however, limited categories of material that you may withhold from the individual in the interests of protecting the rights of other individuals to privacy and for the protection of crime etc. You are able to withhold any references that you have given (but not any you have received). When sharing with an individual the information that you hold about them, you must remove anything which would identify a third party. You may also be entitled to hold back information containing serious allegations (for example, of child abuse) if to reveal that information would compromise the proper investigation of those allegations. In such cases you should always seek advice from your diocesan registrar or diocesan office.

What is Privacy by Design?

This is the requirement that the data protection implications are considered when starting any new piece of work.

Where do I seek further advice if I need it?

You will find general information about GDPR together with templates for things such as a Parish Privacy Notice on the national Parish Resources website at <https://parishresources.org.uk/the-pcc-as-a-charity/parishes-and-gdpr/>

Your Diocesan Office data protection adviser is Miriam Longfoot at Emmaus House, The Avenue, Wilton, Salisbury SP2 OFG – 01722 411922 [miriam.longfoot@salisbury.anglican.org].

If you wish to seek advice from the Information Commissioner's office direct, their general helpline number is 0303 123 1113 and their web site address is <https://ico.org.uk>

20 August 2024