

## ALL SAINTS BAKEWELL with ST ANNE'S OVER HADDON GUIDANCE NOTES FOR PAROCHIAL CHURCH COUNCIL MEMBERS

Sections underlined are a matter of law ie we are required to comply.

- 1 **Role:** As described by the Synodical Government Measure 1969, the PCC's role is one of "co-operation with the incumbent in promoting in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical". In furtherance of this task the PCC is legally entrusted with the finances of the Parish Church and St. Anne's.
- 2 **Meetings:** Meetings of the PCC must be held at least quarterley. Our current practice is to hold eight meetings per year.
- 3 **Officers:** At its first meeting each new PCC will elect its officers (Vice-Chair, Secretary, Treasurer and Electoral Roll Officer) and representatives (e.g. to the Association of Bakewell Christians). It may at any time appoint assistant officers (e.g. a Weekly Offering Fund Secretary), who need not be members of the PCC. The officers with responsibilities for administering funds do not divulge details of amounts given to the Church by individuals to anyone.
- 4 **Committees:** A Standing Committee, with a minimum membership of five PCC members, is appointed at the first meeting of each new PCC . It is the duty of the Standing Committee to conduct any essential business that may arise between PCC meetings subject to any directions given by the PCC. The Standing Committee will normally hold at least one meeting between PCC meetings which will include preparation of the Agenda for the PCC . From time to time the PCC will appoint additional committees or working groups and non-members of the PCC are eligible for appointment to such committees or groups. In addition to the Incumbent and Churchwardens the Standing Committee will usually include: Treasurer/Administrator, Secretary and two members of the PCC. The latter to serve for a period not exceeding two years. All PCC members should expect to serve on at least one committee.
- 5 **Annual Meeting:** The Annual Parochial Church Meeting (APCM) must be held by April 30 each year and is usually held during April to allow the Treasurer sufficient time to prepare the accounts for the previous year ended 31 December, have them audited, and have them adopted by the PCC for presentation to the APCM. Copies of the accounts must also be displayed in both churches prior to the APCM. PCC members are expected to attend in order to discuss matters of Church interest with the congregation as a whole. In accordance with paragraph 14(g) of the Church Representation Rules 2004, the Annual Meeting shall elect twelve representatives of the laity while the Electoral Roll numbers between 100 and 200 persons. This number may be altered from time to time by a resolution passed at any annual meeting, but such resolution shall not take place before the next ensuing annual meeting. No person whose name has not already been entered upon the Church Electoral Roll for six months prior to the APCM may stand for election thereat. The present arrangements, set by the APCM in 2003, are that four places for election shall be determined each year for three years on a rotating basis, in addition to Deanery Synod and other ex-officio members. Co-opted members, if the PCC decides, shall not exceed two in number, or one fifth of the representatives of the laity as defined in this paragraph (i.e.excluding Synod representatives and ex officio members.
- 6 **Dates:** At the September meeting or at such other time as the PCC may agree, the Standing Committee shall present for ratification a list of proposed dates for all the ordinary meetings of the Council and of its Standing Committee for the following year.
- 7 **Notice of Meetings and Agenda:** At least 10 clear days before any PCC meeting the Secretary shall display at or near the principal door of the Parish Church and St Anne's a notice specifying the time and place of the intended meeting. It is our normal practice for this notice to take the form of the agenda paper which must also be sent to every member of the PCC at least seven days before the meeting. The Secretary's duty in this respect shall be considered to have been discharged if he/she has left the notice and agenda in an envelope bearing the recipient's name for collection in the Parish Church or, as appropriate,

St. Anne's Church, or sent the data by e-mail. The agenda shall contain any motion or other business proposed by any member of the Council of which notice has been received by the Secretary. Such notice should be given in time for the preceding meeting of the Standing Committee to consider the matter put forward. The PCC may by consent of three quarters of the members present at the meeting, alter the agenda (e.g. to include additional items received after the construction of the agenda).

- 8 **Minutes: (Confidentiality)** Draft minutes agreed with the chairman will be circulated to every PCC member by the Secretary as soon as possible after each meeting. It is our normal practice to display in the Parish Church copies of the PCC's non-confidential minutes and other relevant papers as soon as they are available. According to law, members of the PCC shall have access to the minutes of all meetings but no other person other than the Bishop or a person authorised by him in writing, or the Archdeacon, shall have access to the minutes without the authority of the Council. It is therefore understood that the PCC normally authorises the Chairman and Secretary to make its proceedings public but reserves the right to declare a particular minute confidential. Such minutes will not be displayed in church. From time to time the Chairman may arrange for a summary of the PCC's non-confidential proceedings to appear in "Good News" or be given as a press release.
- 9 **Quorum & Closure:** Meetings of the Council will normally begin at 7.30 pm and should end not later than 9.30 pm. One third of the members must be present at all times to constitute a quorum and any meeting at which a quorum is lacking shall forthwith be closed.
- 10 **Reports:** The lay representatives on Deanery Synod and on the Association of Bakewell Christians and all committees or working groups of the PCC shall appoint persons to report whenever necessary to the Council in writing, clearly specifying any recommendations or conclusions. In exceptional circumstances the Chair may agree acceptance of a verbal report.
- 11 **Budget:** The Treasurer shall prepare and present to the PCC each year a budget for the calendar year's expenditure for its comments and approval, prior to the APCM at which it is also discussed. Individual budget holders are authorised to spend up to £250 without reference to the Standing Committee and the Standing Committee is authorised to spend up to £1000 with PCC approval required above this figure.
- 12 **Accounts:** The Treasurer shall prepare and present to the PCC for its comments and approval, the annual accounts of the parish for presentation to the APCM
- 13 **Annual Reports and Revision of the Church Electoral Roll:** Annual reports are prepared for the APCM by the Secretary (on the proceedings of the PCC and the activities of the parish generally), by the Electoral Roll Officer (on the Church Electoral Roll) and by the Churchwardens (on fabric, goods and ornaments of the Parish Church and St Anne's) The Vicar also normally gives a report to the APCM. The Church Electoral Roll must be revised annually and a totally new Roll (with everyone applying for membership afresh) must be drawn up every six years. Both the annual and the six yearly procedures are controlled by statute and include the giving of notice, the publication in the Parish Church of a list of names removed in Revision Years and the placing of a copy of the Roll in the Parish Church for inspection before and afterwards. In the period between the Revision of the Roll and the APCM no further names may be added to the Roll
- 14 **Architects:** Under the Inspection of Churches Measure 1955 the Church Council must appoint architects approved by the Diocesan Advisory Committee and their appointment once made cannot be altered without permission of the DAC. On any matter which may involve application for a faculty, both the architects and the DAC should be consulted as early as possible.
- 15 **Organisations:** From time to time the PCC may request reports on the work and progress of the different Church Organisations. PCC members are also encouraged to take an interest in the Parish Church Scouts, Guides, Cubs and Brownies, which are run on an ecumenical and "town" basis.

- 16 School Governors:** One or more Foundation Governors (in addition to the Vicar) of the Infants' School is or are appointed every four years by the Derby Diocesan Council for Education after consultation with the PCC. One or more Foundation Governors of Lady Manners School is or are appointed every four years by the Vicar after consultation with the PCC.
- 17 Trusteeships:** The Vicar and Churchwardens are ex-officio amongst the Trustees of
- a) the Bakewell Charities and St. Andrew's Charity,
  - b) the piece of land behind the Infant's School upon which the Medway Centre, the Venture Scout Hut and the School Kitchen presently stand, and
  - c) the St. John's Hospital Trust (Almshouses).
- No reporting to the PCC is necessary in respect of these Trusteeships.
- 18 Child Protection and Health & Safety:** The PCC shall maintain and implement a Child Care, Protection and Nurture Policy that is approved by the Diocese. Every agenda of the PCC will include items covering Child Protection and Health & Safety.
- 19 General:** The provisions arising from these notes may, unless enforced by law, be amended at any meeting or suspended by agreement of three quarters of those present and voting. Resolutions to be proposed should be specified on the agenda papers, but exceptionally resolutions may at the Chair's discretion be proposed and seconded at the meeting itself. It is our normal practice to consider papers that have been referred to the Standing Committee beforehand, and not to consider such papers if brought to the meeting for tabling or otherwise presented to members without reasonable notice. Points of order may be taken at any time at the discretion of the Chairman. Procedural motions (e.g. to move immediately to the next item of business) may also at any time be introduced and if seconded and passed, shall take immediate effect. As far as relating to the congregation is concerned, all elected members must be communicants and so the PCC should be able to set an example of faithfulness in worship and, this together with knowing the congregation well and listening to people, may be one of the most valuable aspects of an individual's membership.
- 20 Conclusion:** The purpose of these notes is to give in outline some legal requirements and how the PCC conducts itself. The intent is not to provide a rigid structure but to allow commonsense to prevail.

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