

## *Annual Letter to PCC Secretaries - 2022*

April 2022

To: PCC Secretaries

cc: Parish Priests, Churchwardens and others

### **Introduction**

Welcome to those of you who are new to the role of PCC Secretary, and thank you all - newcomers and older hands - for shouldering this key role, which so vitally contributes towards good governance in your church.

There is a link to annual letters issued in previous years:

<https://www.london.anglican.org/kb/pcc-secretaries/> [see 'Resources']. I have therefore, generally, not repeated information to be found in those letters.

For Information and resources on APCMs -

<https://www.london.anglican.org/support/annual-meetings/>

## **1 Deanery Synod elections in 2023**

Elections to deanery synods take place at APCMs in 2023.

The term of office of the lay representatives to be elected will run from 1 July 2023 until 30 June 2026.

- **Prompt submission of parish electoral roll numbers**

The electoral roll numbers reported at this year's APCMs are used in the calculations which determine the number of places on the deanery synods to be allocated later this year to parishes across the diocese. These allocations will be used for the deanery synod elections at next year's APCMs.

Before the process of calculating these 'Scales of Representation' (as they are referred to) the electoral roll numbers of all parishes in the diocese are required.

Please note that the number of places allocated for your parish **remains the same for the 3 year deanery synod term (i.e. until 2026)** regardless of any changes to electoral roll numbers during that period.

It would be greatly appreciated if PCC Secretaries and Electoral Officers could ensure that the parish's electoral roll number reported at this year's APCM is submitted in the usual way by **30 June**.

## 2 New Church Representation Rules 2022

The latest edition of the Church Representation Rules: 2022 was issued on 31 March. These reflect a few changes that have been made to the Rules since the 2020 edition, which saw a complete redrafting of the Rules.

The 2022 Edition can be obtained:

- online at <https://www.churchofengland.org/about/leadership-and-governance/legal-services/church-representation-rules/contents>
- from Church House Bookshop at <https://www.chpublishing.co.uk/books/9780715111864/church-representation-rules-2022>

## 3 The number of terms a parish representative may serve on a deanery synod

There was originally no limit. Then the 2020 Rules introduced an automatic two term limit which the APCM had the power to remove.

The 2022 Church Representation Rules has now reverted to there being no automatic limit on the number of terms a parish representative may serve on a deanery synod. However, the APCM does have the power to impose a limit, by passing a resolution (CRR M8(5) to (7) refer).

## 4 Term of office for co-opted members of the PCC

The 2022 Church Representation Rules has clarified this as:

- beginning when the decision to co-opt the person as a member of the PCC takes effect, and
- ending with the conclusion of the next APCM

(CRR M17(4))

If the PCC wants someone's co-opted membership to continue into the next year, the co-option will need to be renewed. There is a limit on the number of people who may be co-opted under CRR M15(10), which varies from one parish to another.

## 5 Data Protection: The GDPR

### • Training for PCC members and key data users in the parish

The Diocesan 'GDPR Toolkit for Parishes' and other resources, including the **PowerPoint slides and Questions & Answers from the GDPR Parish Workshops** are available on the following link: <https://www.london.anglican.org/kb/data-protection/>. A video of one of the workshops is also available via that link.

**A suggestion for regular online GDPR training for PCC members and key data users in the parish is 'iHasco': <https://www.ihasco.co.uk/courses/detail/uk-gdpr-essentials-training>**

Tel: 01344 867 088 (x 424) and quote London Diocese ref: 132444. (The contact is Sue Webb [sue.webb@ihasco.co.uk](mailto:sue.webb@ihasco.co.uk), who would be happy to assist).

- **Past PCC members and data security**

PCCs as *data controllers* are responsible for ensuring that the parish's data is both stored and used securely.

An important aspect of this is with regard to data held by past PCC members. If a member of the PCC who has now stood down held data belonging to the parish on their personal devices, the data should now be returned to the parish to be held on the computer systems which are under the control of the PCC. The data should then be deleted from the individual's own devices.

- **Those no longer involved with the parish**

Data held by PCC's relating to people who have moved away and are no longer involved with the parish should be reviewed and deleted if no longer required.

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