

## ***Annual Letter to PCC Secretaries - 2024***

March 2024

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/church-and-parish-support/governance-pccs-and-synods/pcc-secretaries/>. Apart from some key areas, I have generally not repeated information to be found in those letters.

For Information and resources on APCMs go to - <https://www.london.anglican.org/church-and-parish-support/governance-pccs-and-synods/annual-parochial-church-meeting/>

The website has just been renewed, and work is continuing to add more information on governance support.

## **1 Governance drop-in sessions**

This Spring we are offering periodic drop-in sessions for those who would appreciate the opportunity to raise governance questions, for example on the Church Representation Rules, arrangements for your APCM, electoral roll revision, and terms of office for PCC members. This is an opportunity leading up to APCMs to pop-in, and ask a question. These sessions will be hosted on Zoom on the Tuesdays noted below from 1pm - 2pm:

- 26 March
- 9 April
- 23 April
- 7 May
- 21 May

These sessions can all be accessed via [Governance - Drop-In sessions for parishes](#)

## **2 Revision of Electoral Rolls in 2024 and Preparation of new Electoral Rolls in 2025**

2019 saw the preparation of new church electoral rolls, which meant that everyone had to come off the roll and re-apply. This takes place only once in every six years. The next occasion for the preparation of new rolls will therefore be 2025. Towards the end of this year, guidance will be provided to support you in the preparation of new electoral rolls.

In the intervening years, including this year of **2024**, the usual annual revision of electoral rolls takes place.

A sample schedule, based on a hypothetical APCM date of 26 May (updated from the previous 22 April date), showing the minimum periods in the revision timescale, can be downloaded from ‘The Electoral Roll’ resources on the diocesan website: via the following link:  
<https://www.london.anglican.org/church-and-parish-support/governance-pccs-and-synods/annual-parochial-church-meeting/>

## **3 Diocesan Synod and Area Council Elections – in 2024**

Elections to the Diocesan Synod and Area Councils take place every 3 years, and elections will be held this year. The election processes commence in early June and early September respectively. The Houses of Laity of the deanery synods are the electors in these elections (they nominate candidates and then, if voting is required, vote for them). The lay people who can be nominated in these elections are those in the parishes. (In brief, candidates must be actual communicants, whose names are also entered on the electoral roll of a parish in the deanery, and who are at least 16 years of age).

It is important that these bodies reflect the diversity of the church in London, and this year a short film is being produced aimed at addressing this. Please encourage those in your parish who could contribute to the governance bodies of the Diocese to come forward and stand for election. More information will be available on the Diocesan website in the coming months. If you have any questions or queries, please contact the Governance Department:

[governance@london.anglican.org](mailto:governance@london.anglican.org).

### Sending details of parish’s Deanery Synod Representatives

It is important that you forward information on any deanery synod lay representatives who have been elected since the main elections held in 2023, as soon as possible after your APCM has taken place. This is so that they can participate in **this year’s Diocesan Synod elections**, as **these start on 2 June, which is just a few days after the deadline of 31 May for holding APCMs.**

## **4 Church Representation Rules 2022 - changes**

You may be aware that there has been an amendment to Rule M9 of the Church Representation Rules which deals with the conduct of elections at your APCM and applies to the election of lay representatives to the PCC from this year. The effect of the change is that if the number of candidates does not exceed the number of seats to be filled, any person who is entitled to

attend the meeting may move a resolution that a vote be held on whether each candidate should be elected. Where such a resolution is passed, a vote must then be held in the case of each candidate. The rule will also apply to elections for deanery synod representatives elected at your APCM, the next scheduled elections being in 2026. The amendment can be read at: <https://www.legislation.gov.uk/ksi/2023/863/made>.

## 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.

- **GDPR training - National Church**

This GDPR training can be accessed via the link below. This suite of e-learning modules is provided by the National Church at significantly reduced costs, about £10 per head irrespective of which course is selected: [Parish Buying - GDPR e-learning](#)

- **GDPR training - iHasco**

This GDPR training is by '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).

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