

**MEETING OF PARISHIONERS**  
*(formerly known as 'Vestry Meeting')*  
**and**  
**ANNUAL PAROCHIAL CHURCH MEETING**

**Sunday 30<sup>th</sup> May 2021, at 11.30am**

**in St Mary's Church, Church Lane, Send**

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**MEETING OF PARISHIONERS**

**30<sup>th</sup> May 2021**

**AGENDA**

1. Prayers and welcome – The Revd Tony Shutt, Priest-in-charge.
2. Appointment of a person who shall act as clerk of the meeting and shall record the minutes thereof.
3. Apologies for absence.
4. Election of Churchwardens  
*(subject to the Churchwardens Measure 2001).*
  - a. Declaration of nominations received:  
Helen Sloan and Rachel Wilkinson
  - b. Approval by the minister or chairman of nominations received.
  - c. Election of churchwardens.
5. Conclusion.

Revd A. J. Shutt, Priest-in-charge, 6 May 2021

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*See notes on the election of churchwardens on page 4*

## ANNUAL PAROCHIAL CHURCH MEETING

30<sup>th</sup> May 2021

### AGENDA

1. **Approval of the Minutes of the Annual Parochial Church Meeting held on 25<sup>th</sup> October 2020.**
2. **Electoral Roll Report** - on changes since the last annual parochial church meeting.
3. **Annual report on the proceedings of the parochial church council and the activities of the parish generally.** – To receive such reports. Specific questions about the various reports may be raised at this time. General questions will be taken later in the meeting.
4. **Report on Safeguarding** – It is a requirement that the annual report of the PCC must state whether the PCC has complied with its duty to have due regard to the House of Bishops' guidance on safeguarding vulnerable children and adults (under section 5 of the Safeguarding and Clergy Discipline measure 2016. (See published reports)
5. **Financial Statements** – of the parochial church council for the year ending 31<sup>st</sup> December immediately preceding the meeting, independently audited or examined. (see published statements).
6. **Report on the fabric, goods and ornaments of the church** – (see published reports).
7. **Report on the proceedings of the deanery synod** – (see published reports).
8. **Election of up to 2 lay representatives to the deanery synod.** (If required)

*With an electoral roll number between 26 and 150, the parish of Send may elect 2 lay representatives.*

9. **Election of at least 5 parochial representatives of the laity to the parochial church council.** The following representatives are due to end their term of office:

Jean Turner, Linda Mumford.

In the absence of any other vacancies occurring:

There will be 1 vacancy for a 2-year term of office until 2023.

There will be 4 vacancies for a 3-year term of office until 2024.

Term of office due to end <b>2021</b> (Year Elected)	Term of office due to end <b>2022</b> (Year Elected)	Term of office due to end <b>2023</b> (Year Elected)
<b>Jean TURNER</b> (2018 for 3 years)	<b>Paul HOLDEN</b> (2019 for 3 years)	<b>Beth SHUTT</b> (2020 for 3 years)
<b>Linda MUMFORD</b> (2018 for 3 years)	<b>Penny CORLETT</b> (2019 for 3 years)	<b>Sally HARRISON</b> (2020 for 3 years)
<b>VACANCY</b> (for 1 year)	<b>Jane GIGG</b> (2019 for 3 years)	<b>Lisa FLOYD</b> (2020 for 3 years)
<b>VACANCY</b> (for 1 year)	<b>Jackie BONELLA</b> (2019 for 3 years)	<b>VACANCY</b> (for 3 years)

*It was resolved at the APCM in 2004 that the P.C.C. membership should include twelve representatives of the laity. The normal term of office for elected members is three years. Retiring members may stand for re-election for one further term, but must then stand down for at least one year before seeking election again.*

*Qualifications for election are that a person must have their name on the roll of the church (if old enough); be an actual communicant as defined in rule 54(1); and of sixteen years or upwards. No person shall be nominated unless they have signified their consent to serve, or there is in the opinion of the meeting sufficient evidence of their willingness to serve, nor if they have been disqualified under rule 46A.*

*The number of co-opted members may not exceed one-fifth of the representatives of the laity who are elected by the APCM to the PCC, or two persons, whichever is the greater (CRR r14(1)(h)). It should be noted that representatives of the laity elected to the deanery synod are not included for the purpose of this calculation.*

*Every person whose name is on the roll of the parish and who is a lay member of a deanery synod, a diocesan synod or the General Synod, is a member of the parochial church council.*

*It was resolved during the annual meeting in October 2021 that Licensed Lay Ministers (Readers) may attend*

#### **10. Licensed Lay Minister (Reader)**

*Under paragraph M15(h) of the church representation rules, the members of the PCC include, if the annual meeting decides that one or more of the readers licensed to the parish whose names are on the roll of the parish should be members, the reader or readers in question.*

Proposal - that Christine Acock, LLM (Reader) be regarded as a member of the PCC.

#### **11. Secretary and treasurer**

The PCC may appoint one of its members as **secretary**; but if it does not, it must appoint some other fit person.

The secretary has the following functions –

- (a) to have charge of all the documents relating to the current business of the PCC other than the roll of the parish (unless the secretary is also the electoral roll officer);
- (b) to keep the minutes;
- (c) to record all resolutions passed;
- (d) to notify his or her name and address to the secretary of the deanery synod and the secretary of the diocesan synod.

The PCC may appoint one of its members as **treasurer** or two or more of its members as joint treasurers; but if it does not, it must –

- (a) arrange for the office of treasurer to be discharged by such of the churchwardens as are members of the PCC or, if only one of them is a member, by that one solely, or
- (b) appoint some other fit person.

#### **12. Electoral roll officer**

- (1) The PCC must appoint a person as electoral roll officer to act under its direction for the purpose of carrying out its functions with regard to the roll of the parish.
- (2) The electoral roll officer accordingly has charge of the roll of the parish and must keep it up to date in accordance with these Rules.
- (3) The person appointed under paragraph (1) need not be a member of the PCC and may also be the secretary.

#### **13. Appointment of sidesmen and sideswomen (“welcomers”).**

*The qualification for a person to be appointed a sidesperson is that their name is entered on the roll of the parish.*

**14. Appointment of the independent examiner or auditor to the council** – for a term of office ending at the close of the next annual meeting, provided that such person shall not be a member of the council.

**15. Questions will be taken and there will be an opportunity for any general discussion.**

**16. Concluding Prayers.**

Revd A J Shutt, Priest-in-charge, 6 May 2021

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## NOTES ON THE ELECTION OF CHURCHWARDENS

The election of churchwardens is subject to the **Churchwardens Measure 2001**, in particular the sections below:

### Section 4. Time and manner of choosing

1. The churchwardens of a parish shall be chosen annually not later than the 30<sup>th</sup> April in each year.
2. Subject to the provisions of this Measure the churchwardens of a parish shall be elected by a meeting of the parishioners.
3. Candidates for election at the meeting must be nominated and seconded in writing by persons entitled to attend the meeting and each nomination paper must include a statement, signed by the person nominated, to the effect that the person is willing to serve as a churchwarden and is not disqualified under section 2 (1), (2) or (3).
4. A nomination shall not be valid unless –
  - a) the nomination paper is received by the minister of the parish before the commencement of the meeting; and
  - b) in the case of a person who is not qualified by virtue of section 1 (3) (a), (b) or (c) above, the bishops' permission was given under section 1 (4) above before the nomination paper is received by the minister of the parish.
5. If it appears to the minister of the parish that the election of any particular person nominated might give rise to serious difficulties between the minister and that person in the carrying out of their respective functions the minister may, before the election is conducted, make a statement to the effect that only one churchwarden is to be elected by the meeting. In that event one churchwarden shall be appointed by the minister from among the persons nominated, the name of the person so appointed being announced before the election is conducted, and the other shall then be elected by the meeting.

### Section 5. Meeting of the parishioners

1. A joint meeting of –
  - a) the persons whose names are entered on the church electoral roll of the parish; and
  - b) the persons resident in the parish whose names are entered on a register of local government electors by reason of such residence,shall be deemed to be a meeting of the parishioners for the purposes of this Measure.
2. The meeting of the parishioners shall be convened by the minister or, during any period when there is no minister or when the minister is unable or unwilling to do so, the church wardens of the parish by a notice signed by the minister or the churchwardens as the case may be.
3. The notice shall state the place, day and hour at which the meeting of the parishioners is to be held.
4. The notice shall be affixed on or near to the principal door of the parish church and of every other building licensed for public worship in the parish for a period including the last two Sundays before the meeting.
5. The minister, if present, or, if he is not present, a chairman chosen by the meeting of the parishioners, shall preside thereat.
6. In case of an equal division of votes on any question other than one to determine an election of a churchwarden the chairman of the meeting of parishioners shall not have a second or casting vote and the motion on that question shall be treated as lost.
7. The meeting of the parishioners shall have power to adjourn, and to determine its own rules of procedure.
8. A person appointed by the meeting of the parishioners shall act as clerk of the meeting and shall record the minutes thereof.

## **INFORMATION ABOUT MEMBERS AND OFFICERS OF THE PAROCHIAL CHURCH COUNCIL**

### **Members of the Parochial Church Council**

- Clergy beneficed in or licensed to the parish; (not simply resident in the parish)
- Any deaconess or lay worker licensed to the parish;
- All members of the team ministry;
- Churchwardens and deputy churchwardens if there are more than one place of worship in the parish and a scheme under rule 18;
- Such readers licensed to the parish as the APCM determines;
- All those on the roll of the parish who are lay members of any Deanery Synod, Diocesan Synod or the General Synod.
- Lay members elected by the annual meeting (6 if less than 50 on the church electoral roll, 9 if less than 100 and 3 for every 100 names thereafter up to 15) for 3 years, one third retiring each year; PCCs can decide to vary the number of lay members from these recommended ratios.
- Co-opted members decided by the PCC, not exceeding one fifth of the laity or 2 people, whichever is the greater.

### **Officers**

- Chairman. The minister of the parish.
- Vice-chairman. Lay member of the PCC. Acts as chairman in absence of the minister or by invitation of the minister.
- Secretary. The secretary can be one of the members of the PCC or a non-member, who may be co-opted. If the secretary is not a member of the PCC, he or she may be paid.
- The secretary has charge of all documents relating to the current business of the council and is responsible for keeping the minutes and a record of all resolutions passed by the council.
- Treasurer. S/he can be a member of the PCC, alone or jointly with another member. Otherwise a churchwarden or some other fit person who is not a member of the PCC but who may be co-opted may be the treasurer. The treasurer may be paid provided that S/he is not a member of the PCC.
- Electoral roll officer. s/he may, but need not be, a member of the PCC and may be the secretary. S/he can be paid if he is not a member of the PCC. S/he has charge of the electoral roll.
- Independent examiner or auditor. S/he is appointed by the annual parochial church meeting but if that does not happen or if he is unable or unwilling to act, s/he is appointed by the PCC. S/he cannot be a member of the PCC and can be paid.

### **Employees**

The PCC may employ an organist, a choir leader, a sexton, a gardener, an administrator or others. The employment can be part time. Employment law will apply. Employees need a statutory statement of terms and conditions of employment and should have a detailed job description. Employees have various rights including a right not to be unfairly dismissed and not to be discriminated against on the grounds of sex, race and disability.