

Is there appropriate wording which parishes can use in a notice regarding the postponement of the Annual Meetings?

The following can be used,

‘Owing to the extraordinary circumstances that have arisen due to the Coronavirus which have prevented meetings from taking place, both the Annual Meeting of Parishioners and the Annual Parochial Church Meeting, originally planned to be held on xx xxxx 2020, have had to be postponed.

A notice will be publicised in due course with the new date on which these meetings will be held, once this has been decided.’

We have already started the revision of the electoral roll. What shall we do now that the APCM will no longer be held on the date that was originally intended?

The timing of the revision of the electoral roll is dependent on the date of the APCM. Parishes that had already got the revision process underway, should start the process afresh when the dates of their APCMs become known (see below).

ELECTORAL ROLL:

Where electoral rolls have been revised and either published or due to be published before the APCM could actually take place, that will need to be undertaken again when the new APCM date is known. In the meantime names can be added and removed up to this point following CRR rules..

There are a few requirements that will mean that the date of the APCM will have to be carefully planned, with effectively six weeks’ notice.

The roll must be revised annually and notice of the proposed revision (in the required form 2) should be displayed on the church doors for 14 days before the proposed revision (CRR rule 3(1)).

That revision must then take place no more than 28 days (but not less than 15 days) before the APCM.

For example, where the date for the APCM is to be Sunday 25 October, the revision of the roll must take place between 27 September and 10 October, meaning that church door notices will have to be displayed for 14 days before whichever date is chosen between those dates for the revision (and so who is entitled to be on the roll as at that exact date).

Because the APM date has been extended the deadline for submitting ER figures to the Diocesan Secretary (via national online database) of 1st July has also been extended therefore please do not send copies of ER certificates in until your APCM has been concluded. If you have entered your ER figure on the online system we do not need a copy of the certificate as this is proof of submission.

Last updated 08/06/2020