



PCC Governance Policy

All Saints' Church, Walsoken

Please refer to Document S&S_Doc_001 for all Safeguarding and Social requirements.

Specific Policy

This Safeguarding & Social (S&S) sub-policy explains the PCC governance at church.

Governing Documents of our PCC

The Church of England have agreed with the Charity Commission that for the purposes of agreeing 'governing documents', Parochial Church Councils (PCCs) are governed by two pieces of legislation.

- 1) Parochial Church Councils (Powers) Measure 1956: This defines the principal function, or purpose, of the PCC as "promoting in the parish the whole mission of the Church".
- 2) The Church Representation Rules 2025 edition

Function of the PCC

In cooperation with the incumbent, our PCC is responsible for promoting in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical, the church members, the church buildings, and is consulted on matters of general importance to the parish.

This policy summarises the duties and responsibilities associated with being a member of All Saints' Church, Walsoken's PCC. However, you are referred to the governing documents for more detail.

Reference Documents

The Parochial Church Councils (Powers) Measure 1956.

The Church Representation Rules 2025 edition.

Code of Conduct for PCC Meetings" 2025.

Church Accounting Regulations 2006.

PCC Accountability: The Charities Act 2011.

Licensing Act 2003.

Procedure

Membership

PCC members are selected at our Annual Parochial Church Meeting (APCM) before the end of May each year. Membership is governed by the Church Representation Rules and is made up of members of the clergy and church officers (termed ex-officio members) and elected lay members of the church.

Ex-officio members of the PCC are the Priest in charge, Churchwardens and the Deanery Synod Representatives. Subject to a decision by the PCC, a Lay Reader may also an ex-officio member of the PCC.

At All Saints' Church, Walsoken there can be up to nine lay members of the PCC. These nominated lay members must be at least sixteen years old, actual communicants and have been on the Electoral Roll of All Saints' Church, Walsoken Parish for at least six months.

If there are more applicants than places, then an election is held at which anyone whose name is on the church electoral roll of the ecclesiastical parish can vote. Alternatively, the PCC may co-opt up to two eligible communicants onto the council.

Following the membership election held at an Annual Meeting, the results are posted as soon as practicable on or near the church door where they remain on display for not less than fourteen day.

Electoral Roll

The Electoral Roll shall be revised every year (except in the year when a new roll is produced). The revision of the roll of a parish must be completed at least 15 days, but no more than 28 days, before the annual parochial church meeting.

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Meetings

From 2020 our PCC need no longer hold a specified minimum number of council meetings in each year. Instead, our PCC is required to hold enough meetings to enable the efficient transaction of business. The first PCC meeting occurs immediately following the APCM; it is an abbreviated meeting used merely to elect our church officers and set the date of the first PCC meeting.

At least 8 days before each PCC meeting a notice specifying the time and place of the PCC meeting is posted at or near our main door of the church. Not less than seven days before the meeting a notice is posted, or emailed, to every member of the PCC together with the meeting agenda.

All Saints' Church, Walsoken has agreed that signed minutes of our PCC meetings are made available in our church.

Note: All Saints Church, Walsoken's PCC has formally adopted the "Code of Conduct for PCC Meetings" 2025 (Diocese of Ely publication).

Duties and Financial Responsibilities

Members of our PCC are entrusted with PCC's funds. They must.

- 1) Always act responsibly.
- 2) Ensure that all decisions are taken for the benefit of the PCC.
- 3) Always act in accordance with our governing documents.
- 4) Not seek personal benefit.

Our PCC has overall charge of financial expenditure in the parish but operates in close consultation with the incumbent as to how income and other funds should be allocated, both in the parish and beyond.

Our PCC will adopt and maintain policies to discharge its many other duties according to UK law, Church of England requirements as well as Ely Diocese requirements.

Annual Report

The Church Representation Rules require an annual report on the proceedings of the PCC and the activities of the parish to be received by the Annual Parochial Church Meeting (APCM). The meeting is then free to discuss it.

The report is quite separate from the statement or address that the incumbent may wish to make to the APCM.

The Church Accounting Regulations 2006 no longer contain specific requirements as to the information to be included in the Annual Report but simply refer to the need to comply with the Charities Act.

The annual report will usually be drafted by the Secretary, or a volunteer and the Treasurer of our PCC, some other PCC members may wish to be involved in its drafting. It is a significant document in the life of the church and should be prepared in that light rather than as a chore to be completed annually.

The PCC must adopt the report before it is presented to the APCM, and it must be dated and signed by the chairman of the PCC meeting at which it was adopted. Ideally an early draft should be shown to the PCC

Trusteeship

Our PCC is a charity and as such, its members are Trustees and thus subject to the regulations of the Charity Commission, rather than those of the Church of England. An effective PCC.

- 1) Is clear about its purposes, mission and values, and uses them to direct all aspects of its work. PCC Members always act in the best interests of the PCC, making balanced and adequately informed decisions, and thinking about the long term as well as the short term.
- 2) Has adopted structures, policies and procedures which enable it to achieve its mission and aims and meet its objectives efficiently.
- 3) Sees sound governance as an important part of its stewardship. It has appropriate procedures in place and manages any conflicts of interest appropriately.
- 4) Manages and uses its resources (including finance, skill, knowledge, experience and assets) to achieve its potential. It plans and budgets effectively, including holding periodic reviews.
- 5) Views accountability and transparency as key values and recognises that it is accountable to wider constituents. It communicates effectively, explaining its activities and decisions in an open and transparent way whilst maintaining confidentiality where appropriate.

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- 6) Is flexible enough to adapt to change appropriately. Avoiding complacency, the effective PCC will want to increase its effectiveness in meeting its core object of promoting in the parish the whole mission of the Church.
- 7) Acts with integrity, and in accordance with its values.

Standing Committee

Our PCC has a standing committee. It is currently constituted in accordance with the rules for churches where there are more than 50 people on the electoral roll. If there are more than 50 names on the electoral roll of our parish on the date on which the annual meeting is held, the standing committee consists of.

- 1) The incumbent.
- 2) Each churchwarden who is a member of the PCC.
- 3) At least two other members of the PCC, appointed by the PCC by resolution, the number of which must be at least equal to the number of churchwardens.

The standing committee may transact the PCC's business between meetings of the PCC. The standing committee

- 1) May not discharge a duty of the PCC.
- 2) May not exercise a power of the PCC which is subject to the passing of a resolution by the PCC or compliance by the PCC with some other requirement.
- 3) Must follow any directions given by the PCC as to the exercise of its power. The standing committee must not exercise any power against those directions.
- 4) Must report back to the PCC concerning any issues and decisions made by the standing committee between PCC meetings.

Other Committees

Other committees may be set up by the PCC for specific purposes. Those committees need to agree terms of reference concerning their specific responsibilities.

Insurance

Our PCC will arrange appropriate church insurance to include. See the insurance schedule.

- 1) Property Damage.
- 2) Theft.
- 3) Legal expenses
- 4) Public liability.
- 5) Personal accident.
- 6) Authorised activities.
- 7) Terrorism,
- 8) Trustee indemnity.

Any volunteers using private vehicles for PCC pre-authorised travel must personally ensure they have the correct car insurance for business use.

Music Licence

An exemption exists for music played during 'Acts of Worship'. As music is not played in any other church activities or by third parties using our church premises, we do not need these licences.

Alcohol Licence

Businesses, organisations and individuals who want to sell or supply alcohol in England and Wales must have a licence or other authorisation from a licensing authority, usually a local council. If our church wishes to sell alcohol, we can apply for the sale of alcohol to be made the responsibility of our PCC instead of a designated premises supervisor.

Food Business Registration

We do not need to register with our local authority. This is not because we provide food free, that does not matter. As we only provide tea, coffee and biscuits etc. after our church services we do not need to register. If we hold one-off events, such as a Christmas lunch, Harvest supper, a barbecue, a lady's breakfast or a bring & share lunch, we do not need to register. If we start events regularly where we supply food, we may need to register.

Reporting

The PCC will respond appropriately for requests for information from statutory bodies following legal obligations including request for the Church of England and the Ely Diocese such as the Articles of Enquiry sent by the archdeacon prior to a visitation.

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Printed Materials

Our church has a supply of printed materials available. We will ensure that anything that reads as discrimination, misinformation or looks like a copyright breach will be removed. We will endeavour to keep our notice board materials up to date including any relevant, associated charity information.

Employment

All Saints' Church, Walsoken does not directly employ staff. Arrangements with the Church of England via the parish share does not constitute direct employment. Any volunteer work or honorarium paid does not constitute employment and no rights associated with any UK employment law are explicitly or implicitly to be associated with any honorarium.

Forms

None

Diagrams

None

Appendices

None

For internal use only. While every effort has been made to ensure accuracy, this policy does not account for future judicial or church interpretation, decisions or any English legal changes that may alter its basis between revisions. All Saints' Church, Walsoken does not accept any liability resulting from the use of these policies by others. All decisions made based on these policies by others are at their own risk, and All Saints' Church, Walsoken disclaims any liability for losses incurred.