

APCM CHECKLIST

What?	More detail in CRR	When?
Schedule the APCM and think about who can attend	Section M1 (1-3), pg 73-4	Between 1 January and 31 May 2023
Convene your meeting by completing APCM announcement and displaying on or near the main door (and on each church in the parish if applicable).	Section M2, pg 74	At least two clear Sundays before the meeting takes place
Revise Electoral Roll using these forms. Annual Revision of the Electoral Roll Application for Enrolment onto the Electoral Roll	Part 1, pg 11	Publish new electoral roll (in writing or digitally) for a minimum of 15 and maximum of 28 days before the meeting. Include names but no other personal information.
PCC to approve audited financial statements and the chair of that meeting to sign them.	Section M6 (2-5), pg 76	For at least 7 days before the meeting, publish the signed financial statements and make a copy available for inspection.
Seek nomination for new candidates for Deanery Synod and PCC Nomination of Deanery Synod members Nomination of PCC members	Section M9 (2), pg 79 Section M6 (1), pg 76 Section M8 (1-8), pg 77	Before the meeting in writing or at the meeting
THE MEETING TAKES PLACE with reports on:	Section M5 (1-5), pg 75	

<ul style="list-style-type: none"> • Changes to Electoral Roll (and roll available to view as outlined above) • Annual report on PCC activities, including safeguarding assurances • Finance statement for year ending 31 December 2022. This must have been independently examined and if approved at the meeting, signed by the Chair • Fabric report • Deanery synod report <p>Elections take place for new PCC members and deanery synod representatives</p>	Section M9, pg 79	
Display approved accounts and make signed copies available on request	Section M5 (6-8)	For 7 days after signing at the meeting
Announce results of elections in same place(s) as announcement of meeting using notification of election results	Section M12, pg 80	'As soon as practicable' and for 14 days
Send signed copy of Annual Report and Financial Statement to the Secretary of the Diocesan Board of Finance	Section M5 (8), pg 76	Within 28 days of meeting
Send names and addresses of Deanery Synod reps to Diocesan Electoral Registration Officer and Secretary of Deanery Synod	Section M12(9), pg 81	Within 28 days of meeting