



## St. Mark's Church Parochial Church Council Annual Parochial Church Meeting 2019



The PCC of the Ecclesiastical Parish of St Mark, Bedford Charity Number 1164416.  
All minutes are available on our website [www.stmarkschurch.com](http://www.stmarkschurch.com)

### Agenda Annual Parochial Church Meeting 28 April 2019

St Mark's, like every Anglican parish church, must hold an Annual Parochial Church Meeting (APCM), not later than 30 April. Everyone on the electoral roll is entitled to attend. Whilst the APCM shall have power to adjourn and to determine its own rules of procedure, there are certain functions which should be carried out.

1. The minister shall preside as chair and reports should be made about the life of the church.
2. Appointments should take place to certain offices including the churchwardens and church council.
3. Dates should be set for the Parochial Church Councils which should take place four times in the year and also the next meeting of the APCM.

**Appointment of Chair** The minister shall be chair of the meeting, if there is no minister present then a lay vice chair shall preside.

**Appointment of lay vice chair** Suggested this shall be a churchwarden

**Appointment of Church Secretary** Mr Jim Williams has indicated that he is willing to stand

### Election of members to the PCC

Members of church council are elected for a period of three years, but are able to stand for re-election after this time.

The numbers of Persons on Church Council is set down as follows - Clerks in Holy Orders, 2 Church Wardens (+2 deputies), Readers, Deanery Synod Representatives, 6 Lay Members for 50 on roll, 9 for 100 on roll and 3 for every additional hundred of part thereof. The Council can also co-opt up to one fifth. The following people have indicated that they will serve on the first church council and they all qualify as members of the Electoral roll. Our entitlement is 21 members.

### Ex Officio

Charles Royden (Chair - Ordained Priest)

Sam Cappleman (Ordained Priest)

Church Wardens and Deputy Church Wardens

Wendy Waters (Reader)

Laura Farthing (Deanery Synod Rep)

Linda Parry (Deanery Synod Rep)

Tim Wilkes (Deanery Synod Rep)

Church Secretary Mr Jim Williams

### Elected Representatives (ie not ex officio)

Mick Ovenden, Margaret Appleton, Janet Day, Vincent Holloway, Edward Parry,

Marion Prior, John Day, Janet Ibberson, Avril Williams (Electoral Roll Officer), Elizabeth Bean

### Leadership Team

A PCC shall have a standing committee consisting of not less than five persons. In keeping with historic practice this shall be composed of the ex-officio ministers, church wardens, deputy church wardens, treasurers and wardens in waiting.

## **Reports made to the Annual Parochial Church Meeting**

**Appointment of Electoral Roll Officer** (Avril Williams) Presentation of numbers of people on the electoral roll which is the list of church members. The officer records all names of persons over 16 who must be members of Church of England or of a church in communion therewith, who lives in the parish or attends worship.

**Financial Report** At this point we will receive the latest accounts from the Treasurer Ian Farthing and agree the appointment of an auditor

## **Report on fabric of building, adoption of church policies**

### **Safeguarding policy**

"The Church Council (PCC) has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have due regard to the House of Bishops' guidance on safeguarding children and vulnerable adults) and have adopted the Church of England and Diocesan policies "Protecting all God's Children" and "Promoting a Safer Church" which have been reviewed in the past 12 months by the Church Council. A Parish Safeguarding Officer (Mrs Janet Day) has been in place for some years and all Trustees have undertaken the Diocesan Safeguarding Training. The St Mark's Preschool has comprehensive Safeguarding policies and staff have been trained in these policies and procedures.

### **Serious Incident Reporting**

All PCC's are charities and their trustees (PCC Members) are required to report any Serious Incidents – both safeguarding and non-safeguarding – to the Charity Commission. Following recent high-profile safeguarding-related incidents in the charity sector, the Charity Commission updated its guidance on Serious Incident Reporting in October 2018, with a particular focus on the reporting of SAFEGUARDING Serious Incidents. The Church has worked with the Charity Commission to agree bespoke guidance for PCCs on how to identify and report a Serious Incident. The Charity Commission has confirmed that it expects ALL PCCs to report Serious Incidents, including 'excepted' PCCs which are not registered with the Charity Commission as their annual income is under £100,000.

### **What is a Safeguarding Serious Incident?**

A safeguarding Serious Incident that needs to be reported to the Charity Commission is an actual or alleged safeguarding incident, which results in or risks significant harm either (a) to your PCC's beneficiaries (parishioners), office holders, employees, volunteers or to others who come into contact with your PCC through its activities, or (b) to your PCC's reputation. The PCC must pass a resolution to delegate responsibility for preparing safeguarding Serious Incident reports to the Diocesan Safeguarding Adviser and for submitting them to their Diocesan Secretary.

**Proposal** to appoint Mrs Janet Day as person responsible for reporting safeguarding Serious Incident Reports to the Diocesan Safeguarding Adviser

### **What are other types of Serious Incident?**

Non-safeguarding Serious Incidents are actual or alleged adverse incidents, which result in or risk loss of the PCC's money or assets, damage to its property or harm to its work or reputation.

How do we report other types of Serious Incident to the Charity Commission? PCCs should report any Serious Incidents that do not relate to safeguarding to the Charity Commission at [rsi@charitycommission.gsi.gov.uk](mailto:rsi@charitycommission.gsi.gov.uk),  
Proposal to appoint the Incumbent as the person responsible for such reports

### **Deanery Synod Report**

Annual Report This will be presented by the churchwarden Mr Edward Parry

### **Suggested dates**

**Dates of Church Council Meetings** 22 May, 26 September, 28 November

**Date of next ACM** Easter is early next year so suggested date is 19 April 2019

**Leadership Team Date** 16 May at Farthings