

Wimbledon PCC Minutes Policy

1. Comments on PCC minutes must be received by the PCC Secretary by email within 21 days of the issue of draft minutes for each PCC meeting and any comments received by the PCC Secretary outside such time limit will not be considered or included in the relevant minutes (subject to paragraphs 3 and 4 below).
2. Reference to PCC Secretary in this policy shall include any person deputising for the PCC Secretary in his or her absence.
3. The PCC Secretary will consider such comments as soon as practicable and either include any comments or notify any person (s) by email where the PCC Secretary does not believe the comments are correct or acceptable. The PCC Secretary and such person(s) shall then endeavour to agree acceptable changes to the wording where required.
4. PCC meetings are to be recorded and if there is any disagreement as to content of the relevant draft minutes (that is not agreed pursuant to paragraph 3) a meeting is to take place as soon as practicable attended by the person(s) who are unhappy with the draft minutes, the PCC Secretary and one other member of the Standing Committee at which the recording will be played. Those in attendance at such meeting shall endeavour to agree the wording of such minutes. If the wording of the minutes cannot be agreed at such meeting, the matter is to be referred to the Rector for final decision and the Rector may also listen to the recording of the relevant minutes.
3. The recording of any PCC meeting will be destroyed once the relevant minutes have been put on the Parish website.
4. The final version of any such minutes shall be circulated by the PCC Secretary to PCC members as soon as reasonably practicable and any comments on the amendments shall be sent by PCC members by email to the PCC Secretary within 7 days of the PCC secretary circulating the same.
5. Once this process has been completed the minutes will be put on the Parish Website (with confidential material redacted) and circulated to the DCC members of all the churches in the Parish.
6. The agreeing of the minutes will no longer be an item of business for PCC meetings.