***Cover Note***

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**PCC MEMBERSHIP**

**Parish of ……………………………………………….**

***Forms of Declaration that a person is not disqualified from being a PCC Member***

The attached forms should be completed and signed by:

* Those standing for election to the PCC, deanery synod, and as churchwardens;
* Those elected verbally at the Annual Parochial Church Meeting to the PCC, or deanery synod; and
* Any other member of the PCC not included in the above (e.g. co-opted members, Diocesan synod members)

**PCC Members**

Members of *all* PCCs – whether the PCC is registered with the Charity Commission or not – are classed as charity trustees. (This includes PCC members who are elected, ex-officio [e.g. deanery synod members and churchwardens] and co-opted). In order to be a member of the PCC, a person must not be disqualified from being a charity trustee.

The following declaration forms (two) meet current regulatory requirements:

* **‘PCC Member Trustee Eligibility’ declaration**

A person is disqualified from being a charity trustee for the reasons stated in this form.

* **‘HMRC Fit and Proper Persons’ declaration**

HMRC requires that those who are running charities (trustees and managers) are “fit and proper persons”. Examples of relevant factors are listed in this form.

[Fit and Proper Helpsheet and Declaration](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/597664/Fit-and-proper-persons-helpsheet-and-declaration.pdf)

These forms should be completed and signed by all PCC members.

*(They can be printed on one sheet of paper ‘back-to-back’)*

*[2019 reviewed 2023]*