

Please read the notes and complete as required

PARISH OF
DROXFORD: St Mary and All Saints
In the Meon Bridge Benefice
Bishops Waltham Deanery in the Diocese of Portsmouth

**NOMINATION FOR ELECTION TO
THE PAROCHIAL CHURCH COUNCIL**

	<i>Proposer</i>	<i>Secunder</i>
We (<i>insert names</i>)		
of (<i>insert addresses</i>)		
being members of the electoral roll of this parish, hereby nominate		
of (<i>insert address</i>)		
as a candidate for election to the parochial church council at the annual meeting on _____		
	<i>Proposer</i>	<i>Secunder</i>
Signed		
I declare that I am communicant of 16 years or over and not disqualified, and that if elected, I consent to serve.		
Signed: <i>Nominee</i>		

Nominees must be:

- at least sixteen years of age;
- actual communicants;
- on the Electoral Roll of this Parish for at least six months

Proposers and seconds must be on the Electoral Roll of this Parish

No person shall be nominated unless they have signified their consent to serve, or there is in the opinion of the meeting sufficient evidence thereof. No person shall be nominated if they are disqualified from serving by the Church Representation Rules. (See below for details)

Legal responsibilities with the PCC shared with the Church Wardens

- To exercise leadership in relation to the mission of the church
- To work together with all other members in leading the church forward in prayer, worship and pastoral care
- To ensure buildings are taken care of and legalities are met (faculties, etc)
- To support the Rector in the administration of the parish
- To ensure expenses of ministry are adequately met

The Parishes of The Meon Bridge Benefice
(Corhampton and St Andrew, Meonstoke, St Mary and All Saints, Droxford
and St Peter and St Paul, Exton)

Personal Data Consent Form

If no changes, new applicants only

Your privacy is important to us, and we want to communicate with parishioners and friends in a way which has their consent, and which is in line with UK law on data protection. As a result of a change in UK law, we now need your consent to how we contact you. Please fill in the contact details you want us to use to communicate with you:

Name: _____

Address: _____

Email Address: _____

Phone Number: _____

By signing this form, you are confirming that you are consenting to the PCCs The Parishes of The Meon Bridge Benefice (Corhampton and St Andrew, Meonstoke, St Mary and All Saints, Droxford, and St Peter and St Paul, Exton) holding and processing your personal data for the following purposes (please tick the boxes where you grant consent):

- To keep me informed about news, events, fundraising, activities and services in, or involving, the Meon Bridge Benefice;
- To including my details in a 'Church List' which is available to the clergy and electoral roll officers and provided to Members of the PCC and organisers of Church events as required;
- To share my contact details with the Anglican Diocese of Portsmouth so they can keep me informed about news, events, activities and services that will be occurring in the diocese and which are directly relevant to the role I am undertaking e.g. as a PCC Officer, Synod Member or Churchwarden.

I consent to the church contacting me by post phone or email.

Signed: _____ Dated: _____

You can grant consent to all the purposes; one of the purposes or none of the purposes. Where you do not grant consent, we will not be able to use your personal data; (so for example we may not be able to let you know about forthcoming services and events) or include you on the electoral roll; except in certain limited situations, such as where required to do so by law or to protect members of the public from serious harm. You can find out more about how we use your data from our "Privacy Notice" which is available from our website or from the Rector.

You can withdraw or change your consent at any time by contacting in writing at The Rectory, Rectory Lane, Meonstoke, Southampton. SO32 3NF or by email, headed 'Data Protection' please, at rector@meonbridge.onmicrosoft.com. Please note that all processing of your personal data will cease once you have withdrawn consent, other than where this is required by law, but this will not affect any personal data that has already been processed prior to this point.

The PCCs of Meon Bridge Benefice are Charities by virtue of their foundations

DISQUALIFICATION

(Church Representation Rules s46A and 46B)

A person shall be disqualified from being nominated, chosen or elected or from serving as a member of a parochial church council, a district church council or any synod under these rules if the person:

- is disqualified from being a charity trustee under section 72(1) of the Charities Act 1993 and the disqualification is not for the time being subject to a waiver by the Charity Commissioners.
- is included in a barred list (within the meaning of the Safeguarding Vulnerable Groups Act 2006)
- has been convicted of an offence mentioned in Schedule I to the Children and Young Persons Act 1933 (unless the person's disqualification under this sub-section has been waived in writing by the bishop of the diocese in question.)
- has been so disqualified from holding office under section 10(6) of the Incumbents (Vacation of Benefices) Measure [1977]

The Charity Commission

As a member of the PCC, you are a trustee as regulated by the Charity Commission and charity law.

Under the Charities Act 2011 (as amended), you are disqualified from serving as a charity trustee in the following circumstances (unless there is a relevant waiver in place):

- You have been convicted of an offence involving deception or dishonesty (unless any such conviction is legally regarded as spent).
- You are an undischarged bankrupt.
- You have made compositions or arrangements with any creditors from which you have not been discharged.
- You have been disqualified from serving as a company director.
- You have been disqualified as a charity trustee by order of the Charity Commission (unless the order is limited to specific charities or a class of charities which does not include the PCC named above, or is spent).
- You have been removed as a trustee, charity trustee, officer, agent or employee by an order of the Charity Commission.
- You have been suspended by the Charity Commission.
- You have been found in contempt under the Civil Procedure Rules for having made a false disclosure statement or for having made a false statement which was confirmed by a statement of truth (unless any such conviction is legally regarded as spent).
- You have been convicted of a relevant offence (or a related offence such as attempting to commit, or aiding and abetting or procuring the commission of, such an offence): (i) under certain antiterrorism legislation, (ii) of money laundering, (iii) under the Bribery Act 2010, (iv) of disobeying or contravening an order of the Charity Commission, (v) of misconduct in public office, (vi) of perjury or, (vii) of perverting the course of justice.
- You are subject to a notification requirement under Part II of the Sexual Offences Act 2003.
- You are a designated person for the purpose of Part I of the Terrorist Asset-Freezing etc. Act 2010 or the Al-Qaida (Asset-Freezing) Regulations 2011 or any other similar statute or regulation.

If you are in any doubt as to whether any of the above conditions applies you should seek clarification from the Diocesan Registrar.

Declaration that Parish Officers comply with the Charities Act (2011), the 'Fit and Proper Persons' legislation and the Church Representation Rules

If no changes, new applicants only

(To be signed by all members of the PCC on their election or, where a member serves ex officio or by virtue of membership of a relevant synod, from the date on which their time in office commences).

Name of PCC _____

Full Name of individual _____

Term of Office _____ years.

Date of election, co-option or *ex-officio* appointment _____

If *ex officio*, office held _____

e.g. *General, Diocesan or Deanery Synod, Church Warden, Incumbent*

If *ex officio*, full member of PCC? YES/ NO, officer appointed by PCC*

If *co-opted*, role to be filled _____

I, the undersigned, declare that:

- As a trustee or officer of a charitable body operating in a regulated area I shall have to hold current DBS clearance and undergo safeguarding training as required.
- I am not disqualified from acting as a charity trustee. (see note overleaf)
- I have not knowingly been involved in tax fraud.
- (Those responsible for spending money:) I will at all times seek to ensure the PCC's funds, and charity tax reliefs received by the PCC, for which I am responsible are used only for charitable purposes.
- (Those responsible for claiming Gift Aid relief on behalf of the PCC:) I will seek to ensure that the PCC claims only the Gift Aid relief to which it is entitled.

Signed _____

Date _____

Home address _____

_____ Postcode _____

If moved in past 12 months
Previous address _____

_____ Postcode _____

Confidential Declaration Form

If no changes, new applicants only

The role you have applied for is exempted from the Rehabilitation of Offenders Act 1974, which means that all convictions, cautions, reprimands and final warnings on your criminal record need to be disclosed. Applicants will also be required to complete a Disclosure & Barring Application Form at the same time.

This form is strictly confidential, and except under compulsion of law, will only be seen by those responsible in the recruitment/appointment process, and when appropriate, the Diocesan Safeguarding Adviser. All forms will be kept securely under the terms of the Data Protection Act 2018.

If you answer 'Yes' to any question, please give details, on a separate sheet if necessary, giving the number of the question you are answering. Please note that the existence of a criminal record will not necessarily prevent an applicant from being appointed, however in all cases the appropriate guidance will be sought from the Diocese in regard to assessing the relevance and circumstances of offences.

1. Do you have any convictions, cautions, reprimands or warnings?

Yes No

***Note:** Please declare all convictions, cautions, warnings or reprimands, that are not protected under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013, or whether you are at present under investigation by the police. Motoring offences that cannot be dealt with by a prison sentence need not be declared. Convictions obtained abroad must also be declared as well as those from the UK.*

2. Have you ever been cautioned by the police, given a reprimand or warning or bound over to keep the peace?

Yes No

3. Are you at present (or have you ever been) under investigation by the police or an employer for any offence/misconduct?

Yes No

4. Have you or have you ever been prohibited and/or barred from work with children, young people and/or adults?

Yes No

5. Has a family court ever made a finding of fact in relation to you, that you have caused significant harm* to a child or adult, or has any such court made an order against you on the basis of any finding or allegation that any child or adult was at risk of significant harm* from you

Yes No

***Note:** Declare any finding of fact by a civil court that your actions have significantly harmed a child or vulnerable adult. Declare any court orders made on this basis.*

** Significant harm involves serious ill-treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development. It will also include matters such as a sexual relationship with a young person or adult for whom you had pastoral responsibility.*

6. **Has your conduct ever caused or been likely to cause significant harm to a child or adult, or put a child or adult at risk of significant harm?**

Yes No

Note: Make any statement you wish regarding any incident you wish to declare.

7. **To your knowledge has it ever been alleged that your conduct has resulted in any of those things?**

Yes No

If yes, please give details including the date(s) and nature of the conduct, or alleged conduct, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result.

8. **Have you ever had any allegation made against you, which has been reported/referred to, and/or investigated by the Police/Social Services/Social Work Department (Children or Adult Social Care)?**

Yes No

Note: Declare any complaints or allegations made against you, however long ago, that you have significantly harmed a child, young person or adult. Any allegation or complaint investigated by the police, the Local Authority or an employer or voluntary body must be declared.

9. **Has a child in your care or for whom you have had parental responsibility ever been removed from your care, been placed on the Child Protection Register or been the subject of a care order, a supervision order, a supervision order, a child assessment order or an emergency protection order under the Children Act 1989, or a similar order under other legislation?**

Yes No

10. **If your church role involves working from home with children, is there anyone who is 16 years of age or over living or employed in your household who has ever been charged with, cautioned or convicted in relation to any criminal offence, or is that person at present the subject of a criminal investigation/pending prosecution?**

Yes No

If yes, please give details including the date(s) and nature of the offence, including the reasons or circumstances which led to the offence(s).

DECLARATION

I declare that, to the best of my knowledge, the above information (and that on any attached sheets) is accurate and complete. **(delete if no sheets attached)*. I accept that providing deliberately false information could result in me being withdrawn from the role or activity.

After I have been appointed I agree to inform the relevant church authorities if I am charged, cautioned or convicted of any offence or if I become subject to a Police/Local Authority investigation.

Signed _____

Full Name _____ Date of Birth _____

Address _____

Date _____