

Southwell & Nottingham DAC Guidance on producing a satisfactory PCC Resolution to meet the requirements of the Chancellor and Archdeacons



The PCC's resolution effectively gives the Petitioners the authority to make the application on behalf of the PCC. Therefore, it is in the PCCs interests to make sure the proposed works are fully discussed at the meeting and the resolution is specific.

Ideally, a PCC Resolution should be a separate statement from the minutes, that clearly expresses the PCCs intention to pursue the works being applied for.

This should reference and date any pertinent information, such as architect's drawings and/or specification and possibly any quote. This should then be dated and signed and indicate those in favour and against etc.

- The PCC resolution must be proposed and seconded and indicate the numbers voting.
- The PCC resolution needs to include all the details of the proposed works. If the proposal describes a quote, the resolution needs to make clear the name of the company that have supplied it, with any supporting documentation
- The PCC resolution needs to make clear that the PCC has voted for the actual work that is to come to the DAC (or DAC and Archdeacons for List B items)

The resolution should record the decision "to apply for a faculty for the following works" and the description of the works needs to accurately record the works set out in the petition (or List B application), public notice and the eventual faculty (if a Faculty is being applied for).

