

Functions of the PCC and Governance arrangements

Including Sub-Committees and Delegations

David Craig, Hon Treasurer

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This document sets out Revised Standing Orders for the Parochial Church Council (with acknowledgement of a standard document produced for parish use by the Diocese of Liverpool) and terms of reference for the PCC Standing Committee and St Matthews Community Centre, together with summary financial regulations and delegations and a pro-forma to be adopted for agreeing the Terms of Reference of other subcommittees (e.g. Finance and Buildings, PMC Steering, Burbank Community Church)

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STANDING ORDERS FOR ALL SAINTS STRANTON PAROCHIAL CHURCH COUNCIL

I. Functions

The Parochial Church Councils (Powers) Measure 1956 states that:

1. It shall be the duty of the Minister and the Parochial Church Council to consult together on matters of general concern and importance to the parish.

2. The PCC functions include:

a. co-operation with the Minister in promoting in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical;

b. the consideration and discussions of matters concerning the Church of England or any other matters of religious or public interest, but not the declaration of the doctrine of the Church on any question;

c. making known and putting into effect any provision made by the Diocesan Synod and Deanery Synod, but without prejudice to the powers of the Council on any particular matter;

d. giving advice to the Diocesan Synod and the Deanery Synod on any matter referred to the Council;

e. raising such matters as the Council consider appropriate with the Diocesan Synod

3. In the exercise of its functions, the PCC shall take into consideration any expression of opinion by the Annual Parochial Church Meeting (hereinafter APCM) and any special Parochial Church Meeting which may be called.

II. The Rights and Responsibilities of All the Members of the PCC

The PCC is known as a body corporate which means that it has a separate legal identity and is accountable for the decisions it takes. Members are responsible individually (each one of them) and severally (as a group) for decisions taken.

With an income in excess of £100,000 per year the PCC is a Charity registered with the Charity Commission. The Members of the PCC are therefore Trustees within the meaning of the Charities Act, have the legal obligations of Trustees under that act and are required to follow the good practice guidance of the Charity Commission and act on advice from Diocesan Officers on how to implement current Charity Commission guidance.

III. Membership

A. General

There are 3 categories of members – ex officio, elected, and co-opted. In addition guests or observers can be invited. Guests and Observers may speak if invited to do so by the Chair of the meeting, but are not permitted to vote.

B. Ex Officio Members

Ex officio members of a PCC comprise:

- Clergy Licensed to the Parish (the incumbent & others including curates, Non Stipendiaries, Ordained Local Ministers, Pioneer & Sector Ministers);
- Licensed Readers (In practice where there is more than one reader, *one Reader may be chosen from/by the Readers to be appointed to serve on the PCC subject to ratification of this principle at the APCM. Readers may also stand for election or be co-opted*).
- Licensed lay workers;
- The Churchwardens;
- All lay representatives from the parish serving on Deanery Synod, Diocesan Synod or General Synod (who may also stand for election if they so wish).

C. Elected Members

Numbers elected are based on numbers on the electoral roll, subject to ratification by the APCM:

- 6 representatives with up to 50;
- 9 representatives for 50-100;
- 12 representatives for 101-200;
- 15 representatives for more that 201.

The APCM may decide to limit the number of terms for which any member may stand consecutively to two terms (six years).

D. Co-opted Members

The PCC can co-opt two additional members if it elects 12 or fewer lay members.: or three additional members if it elects 15 members.

Co-opted members can either be ordained (*e.g. clergy with permission to officiate and who are active in the parish*)

Or lay communicants over sixteen years of age (*e.g. individuals in local positions of community leadership in Education, Business or Public Service*)

Co- opted members have full voting rights.

E. Guests and Observers

The PCC may invite guests & observers to come either to present specific items or to attend regularly (for example where there is a Covenant or partnership with other local churches or parishes then those partner churches may be invited to nominate an observer). PCC Meetings are not open public meetings.

IV. Regularity of Meetings

The PCC shall hold at least four meetings a year at regular intervals.

Start and finishing time will be agreed at the first meeting after the APCM.

The PCC may agree to extend the meeting by a maximum of thirty minutes to deal with urgent matters but non urgent matters must be referred to the next meeting or to the appropriate subcommittee. The Chair shall determine at the Chair's absolute discretion which items are urgent. See XII below for notification of Urgent business.

The PCC will reflect annually on the style and frequency of its meetings and in what ways it wishes to delegate decision making to its officers and sub committees recognising its duties under charity and church law.

V. Postponed Meeting

If a meeting has to be delayed, PCC members must be given written (which may be by email) notice of the date of the reconvened meeting within fourteen days of the postponed meeting.

VI. Emergency Meetings

If one is required then:

- It may be called by the Chair with at least three clear days' notice in writing.
- The quorum for calling such a meeting is a majority of PCC members eligible to vote.
- Only business specified in the calling notice for the meeting may be considered.

Decisions taken should be circulated to the whole PCC as soon as possible and made widely available if appropriate, subject to redaction of any sensitive personal confidential information

VII. Quorum for a Meeting

A PCC is quorate (has enough members present to conduct business) if one third of its current membership entitled to vote is present.

VIII. Business

Items of Business must be explicitly recorded on the agenda.

Where an item needs to be added to an agenda during a meeting then at least three quarters of the members present at the meeting must approve this.

Where a report relating to a specific item should have been circulated prior to the meeting and this has not happened then the Chair may propose that the discussion be deferred to a subsequent meeting, and the proposed deferral will be subject to a vote of the PCC Members present.

IX. Voting

All items are decided by a simple majority of those members present and voting. If votes are equal then the chair may exercise a second or casting vote.

X. Standing Committee

The PCC must appoint a Standing Committee comprising at least five members: the Parish Priest and Churchwardens (ex-officio) *the Lay Vice Chair, the Treasurer, the Secretary, and other ministers licensed to the Church.*

The Standing Committee shall meet regularly - normally at least once between PCC Meetings

The standing committee may meet for emergency meetings and if needed may conduct emergency items of business by telephone or email provided these are reported and ratified at the next PCC meeting and do not undermine or contravene any powers reserved in law to the PCC.

The Standing Committee must report on its work in writing at each PCC meeting.

XI. Other Committees

The PCC may create other Committees *on either a time-limited or a permanent basis.*

Chairs of such Committees should normally be PCC members who shall report regularly to the PCC in writing.

Terms of reference & membership of all committees shall be ratified by the PCC and reviewed periodically. Terms of reference shall include clear indications of the powers delegated to the committee, and the financial limits within which the committees each may act. Although responsibility for the delegated functions is undertaken by the members of the committees, the PCC remains at all times fully accountable for decisions made in the Church's name.

The PCC Chair & Churchwardens must receive notice of meetings of subcommittees (which may be given by publication in the Church Weekly notices), may attend any meeting of any committee if they so wish and receive all papers for these meetings if they so request.

XII. Any other urgent business

Any item requiring urgent discussion or items for information should be notified to the Chair at least forty-eight hours before the meeting. The Chair will rule on the admissibility of items.

XIII. Minutes

There shall be a record of the proceedings of meetings of the PCC.

Minutes should be signed at the next meeting by the Chair following on the agreement of their accuracy. Any amendments needed should be added & initialled by the Chair prior to signing.

XIV. Papers

A notice regarding the PCC meeting shall be displayed on or near the main door of the church or churches at least ten days before the meeting. (in practice this requirement may be discharged by inclusion of the meeting in the Weekly Church notice sheets for the two Sundays prior to the meeting).

Agenda, minutes, and whenever possible reports / papers must be circulated at least seven days before the meeting. Papers must be sent to all members either electronically, or in printed form (by post or by hand).

XVI Confidential Items

The PCC may decide that certain items shall be confidential and these will not be recorded in any Minutes which are made available publicly or to an individual who is on the Church's Electoral Roll. Confidential items are those which relate to identified or identifiable individuals, or to current commercial or legal matters which could by disclosure be prejudicial to the interests of the Church.

XVII. Availability of Minutes

The Bishop and Archdeacons (and any persons authorised in writing by them) may have access to the Minutes) as may an Independent Examiner or Auditor.

Minutes (excluding confidential items) may be made available to anyone on the Electoral Roll.

The PCC may vote for the Minutes excluding confidential items to be made available on a church notice board, in written bulletins or on the Church website.

XVIII. Election & Appointment of Officers

At its first meeting after the APCM then the PCC must:

- elect a lay Vice Chair whose role shall be to Chair PCC and APCM meetings either during an interregnum or at the request of the Chair (the incumbent)
- appoint members of the Standing Committee and *Chairs of such other Committees that the PCC may establish.*

It should appoint the following (who need not be PCC members):

A Treasurer
A Secretary
An Electoral Registration Officer
A CRB Verifier
A Safeguarding Officer
A Health and Safety Officer

- An Independent Examiner or Auditor, if this has not occurred at the APCM
- And such other appointments as shall be determined by the PCC (*including representation on Ecumenical groups such as Hartlepool Churches, and other key local bodies*)

XIX. Dealing with Casual & Other Elections & Unfilled Posts

If the APCM is not to be held in the next two months then the PCC may fill any casual vacancies either in its own membership or among its representatives on the Deanery Synod by co-option.

The PCC shall elect the Parish representatives who shall work with the Bishops and Archdeacons in filling a vacancy when an incumbent resigns.

If there is no Treasurer, Secretary or Electoral Registration Officer then it is the responsibility of the churchwardens to ensure that the key requirements for these roles are fulfilled.

TERMS OF REFERENCE FOR ALL SAINTS STRANTON PAROCHIAL CHURCH COUNCIL STANDING COMMITTEE

The Standing Committee will comprise the membership as determined by, and will meet and exercise its powers in accordance with, paragraph X of the PCC Standing Orders.

Certain powers are reserved to the PCC, and may not be exercised by the Standing Committee without ratification by the PCC, including:

- Setting of Parish fees.
- Agreeing Parish financial share contributions payable to the Diocese
- Application for any Buildings Faculty relating to works affecting the Church building
- Acquisition or sale of any interest in Land or Buildings vested in the PCC's name.

Subject to the foregoing, the Standing Committee shall have power to transact the business of the council between the meetings thereof subject to any directions given by the council.

St Matthews Community Centre Committee Terms of Reference

The PCC has delegated the management, operation maintenance and development of the Church Hall for the benefit of the Church and its ministry to the local community to a management committee comprising:

- members of the PCC,
- other Church Members
- members of the Burn Valley Residents Association.

The St Matthews Community Centre Constitution sets out the Objectives, Powers, Committee arrangements (including financial Accountability), and provisions for Amendment and Dissolution.



St Matthews Centre
Constitution.pdf

The PCC endorses the autonomous operation of the St Matthew's Centre subject to the PCC's overall Accountability for the Centre's activities in the following respects:

- The PCC holds the freehold of the Centre, but does not charge a rent or licence fee to the Committee: the Committee may hire facilities on a daily or hourly basis to community groups in accordance with its constitution but may not enter into a formal lease or licence to occupy all or any part of the premises with any other party, which power is reserved to the PCC.
- The Centre's activities legally fall within the PCC's responsibility as a registered charity, and must be consolidated within the Church's Annual Report and Accounts to the Charity Commission.
- The Centre Treasurer will make an annual Account to the PCC Treasurer of the financial activities of the Centre, which will be subject to scrutiny by the PCC appointed Independent Examiner.
- The PCC will appoint PCC members and other Electoral members to the Management committee as it sees fit, in order to ensure the continued commitment of the Parish to the Objectives through the work of the Committee.
- The PCC requires prior notice of any proposed amendment to the Centre constitution that could affect these terms of reference and (as with any committee) reserves the right to ratify or reject any constitutional change that seeks to diminish the Church's legal accountability for the activities of the centre.
- Any proposal by the Committee to dissolve and distribute the net assets at the dissolution of the Committee must be ratified by the PCC.
- The Centre Committee or its officers shall at the direction of the PCC co-operate with the PCC Officers in the administration and agreement of funding Grant applications, Health and Safety policies, Safeguarding, Buildings maintenance, third party and employers liability Insurance, Payroll services and all shared costs.

Stranton PCC Financial delegations and regulations

1 Committees

Except for the St Matthews Community Centre Management committee which has a fully devolved budget, where financial devolved Budgets have been agreed with subcommittees, the Chairs of those subcommittees may *within those budgets* authorise and incur single items of non pay expenditure subject to the following transaction limits (incl VAT where applicable)

- Expenditure up to £100,- local committee discretion
- Expenditure from £101 up to £400 – with the approval of the PCC Chair or Lay Vice Chair, a Churchwarden, Treasurer or Assistant Treasurer.
- Expenditure over £400 – by specific approval of PCC or Standing Committee
- Any expenditure from restricted or reserved funds that have been delegated to a committee, up to the balance of available funds - after consultation with the Treasurer or Assistant Treasurer.

2. Individuals

Personal expenses (mileage, subsistence and telephone calls) must for personal income tax liability reasons be claimed separately from other ministry costs. Diocesan recommended rates e.g. for properly claimed mileage reimbursement will apply where applicable, other expenses will be reimbursed on provision of receipts subject to an expenses claim being made that meets PCC agreed standards of fairness and equity. Expenses claims shall be signed off by the Treasurer or Assitant Treasurer.

Officers of the PCC may incur non pay Expenditure *within budgets* subject to co – approvals below, for the following transaction limits (*incl VAT where applicable*):

- Expenditure up to £100,- Personal Discretion
- Expenditure from £101 up to £400 – with the agreement of the PCC Chair or Lay Vice Chair, or a Churchwarden, Treasurer or Assistant Treasurer.
- Expenditure over £400 – by specific approval of PCC or Standing Committee

Any expenditure from restricted or reserved funds that have been delegated to that office, up to the balance of available funds - after consultation with the Treasurer or Assistant Treasurer.

3. Value for Money

Best use of financial resources requires due process to be followed in obtaining and comparing prices before an order or financial commitment is made.

- Up to £100 incl VAT- informal price comparison with reputable suppliers
- From £101 up to £400 incl VAT – at least two written quotes.
- Over £401 up to £1,000 incl VAT – at least three written quotes.
- Over £1,000 – method of Market Testing to be determined by PCC or standing committee in advance.

Note: in circumstances where it is not suitable or practicable to obtain and compare prices, for example in negotiation of a service from a preferred supplier or in making event bookings **e.g.** for a residential event, or where a specialist supplier is involved, the method of agreeing expenditure above £100 must be approved by PCC or Standing committee, or may be specifically delegated within an overall financial limit.

Note: the PCC is not obliged to take any, or the lowest, quote: matters that can also be taken in consideration include expertise, quality and timeliness.

4. Operation of Bank Accounts

The PCC shall approve all signatories and Bank Mandate arrangements. Only direct transfers between Church bank accounts may be made on a single authorisation by a PCC Officer, All other banking transactions must be subject to dual authorisation/signatures.

5. Handling of Cash

- All Cash received will be securely stored as soon as reasonably practicable after receipt in a safe or secure cabinet.
- Cash will be counted in the presence of at least two people who are not related, with any necessary accounting analysis reconciled to the amount banked and forwarded as soon as practicable to the Assistant Treasurer.
- Cash will be lodged intact (i.e. with no payment of petty cash from amounts received) at bank without delay.
- Loyalty Scheme Envelope cash will be noted on the analysis as "Loyalty Scheme" and an analysis will be maintained weekly to support Gift Aid Claims where applicable.
- In line with GASDS regulations, any single "open offering" or other gift that exceeds £20.00 will be recorded as a "donation" rather than as "open offering" or "Occasional Services" (i.e. as not meeting GASDS conditions for claim)
- Petty Cash will be maintained on an Imprest basis (i.e. the cash is reimbursed on presentation of receipts and supporting analysis, up to the value of the imprest balance).

6 Declarations of Interests

All members of PCC, and subcommittees, including the St Matthews Community Centre, and also including co-opted members, will complete and sign annually a "declaration of interests" form, and forward it either to the PCC Secretary or, in the case of the St Matthews Centre committee, the Centre Secretary.

Appendix: Pro forma terms of reference for other PCC subcommittees

This does not apply to autonomous locally affiliated organisations e.g. Guides, Boys Brigade, Mothers Union. Which are nonetheless asked and encouraged to submit reports for publication in the Annual Report

Stranton PCC (Name of) Subcommittee Terms of Reference

1. Purpose of Subcommittee

The Subcommittee is approved by the PCC for the purpose of ...

(This may be for a time limited project. or for an enduring purpose)

2. Membership of Subcommittee

The membership of the Subcommittee (for the period x to x) includes:

- PCC members appointed (Names)
- Electoral roll members co-opted (Names)
- (if applicable) Community members co-opted (Names)
- The Vicar (Ex officio)

3. Chair of meetings

The Chair and Vice Chair (appointed by the PCC/appointed by the subcommittee) are:

4. Frequency of meetings

Meetings will be called by the Chair Termly/ quarterly / as required:

5. Conduct and records of meetings

- Members to be consulted on the timing and frequency of meetings and notified at least one week in advance of each meeting/by inclusion in the Church notice Sheet
- A meeting will be quorate to make decisions if at least (x) members are present.
- Formal Minutes of meetings *are / are not* required to be kept: If kept, minutes will be forwarded when approved by the Chair to the PCC Secretary
- If Formal minutes are not kept, a summary or report of the meeting detailing the members present and any decisions made or actions to be taken by individuals will be approved by the Chair and circulated to the members.
- Subcommittee papers must not include any sensitive or personal information relating to individuals.
- A report will be made to the PCC Secretary by the subcommittee Chair (Termly/Quarterly/Annually) for inclusion in PCC discussions / Annual report

6. Resources.

- The (name of) Subcommittee has access to the following resources
- Financial (budget, delegated or restricted donations funds)
- Material (access to buildings, use of facilities or equipment)
- Individual (volunteers, but not personal details)

7 Approval – these terms of reference were approved by the PCC in December 2018.