

Stranton PCC Buildings and Finance Subcommittee Terms of Reference

1. Purpose of Subcommittee

The Subcommittee is approved by the PCC, to support the PCC and Churchwardens in the exercise of their responsibilities for the maintenance and upkeep of the fabric and contents of the Church and other buildings owned or managed through:

- Meeting with the Church Architect
- Commissioning preparing, scheduling, managing and monitoring quinquennial reports, health and safety aspects of buildings use, electrical safety (including fixed wiring, lighting, portable appliances and lightning conductors) security alarm contracts, heating systems, audio visual equipment and routine maintenance, repairs and renewals
- Reviewing and maintaining buildings compliance with statutory requirements, extra statutory regulations, insurance obligations, historic buildings restrictions and Church planning rules
- Preparing for PCC approval proposals for improvements and developments, and managing related planning and approval processes.

Except that detailed management of all such matters relating to the St Matthews community hall are delegated to that PCC/Burn Valley residents' association joint committee.

The PCC also approves the committee to have detailed oversight of PCC Financial Budgets, Accounts and forecasts through:

- Making recommendations to the PCC for the effective governance and management of financial procedures and processes, remuneration of expenses, and compliance with the Charities Act
- Liaising as required with the PCC independent examiner on the resolution of any issues exceptions or adverse findings, and on implementing any recommendations.
- Receiving reports on income and expenditure and seeking detailed explanations for material variances, fluctuations or unexpected items.
- Approving items of expenditure within delegated limits (NOTE – if there is a majority of Standing Committee members who are also members of this committee present and in support of a proposal, the delegated limits for standing committee approval shall apply, but not otherwise).
- *Stranton PCC Committee Delegation – financial limits*
 - *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.*
- Presenting costed proposals in support of any relevant decisions that are reserved to the PCC.

2. Membership of Subcommittee

The membership of the Subcommittee (for the period May 2019 to April 2020) includes:

Membership

- (Incumbent and PCC Chair, Ex Officio)
- (PCC Vice Chair)
- (Churchwardens)
- (Nominated PCC member)
- (Treasurer)
- (Assistant Treasurer)

- Other electoral roll members co-opted if desired

3. Chair of meetings

The Chair and Vice Chair of the committee are:

David Craig – Treasurer: Chair (appointed by the PCC)

Vice Chair – appointed by the subcommittee

4. Frequency of meetings

Meetings will be called by the Chair as required, normally at the frequency of and in advance of each scheduled PCC meeting.

5. Conduct and records of meetings

- Members will 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 or as agreed at the PCC.
- A meeting will be quorate (able to make decisions and recommendations) if a simple majority (e.g. at least any five from nine) of the total number of appointed and co-opted members are present.
- Formal Minutes of meetings are required to be kept: minutes will be forwarded when approved by the Chair to the PCC Secretary, and be made available to PCC members. Minutes that have not been formally approved may be presented to the PCC for information and action as necessary, but will be marked as “Draft”
- Minutes presented to PCC will not include any personally identifiable sensitive or personal information relating to individuals
- Members will declare any interests relevant to the matters to be discussed at the start of the meeting.
- A report on the conduct of business of the Subcommittee will be made to the PCC Secretary by the subcommittee Chair (Bi-Annually) for inclusion in PCC discussions and Annual report

6. Resources.

- The Buildings and Finance Subcommittee has access to the following resources
- Buildings inspection reports (Quinquennial, electrical, health and safety etc.)
- Financial records including cash accounts, bank accounts, trust fund accounts
- Material (access to buildings, use of facilities and equipment)
- Individual (details of volunteers - held by churchwardens)
- Information (e.g. contact details of diocesan officers, architect, contractors)

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