

**St Andrew’s Church, Boreham, CM3 3EG**

**PCC and committee terms of reference and scheme of delegation**

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The Committees which have formal terms of reference are as follows:

* Parochial Church Council (PCC)
* Standing Committee
* Buildings Committee
* Finance Committee
* Ministry and Mission Committee
* Social and Fellowship Committee

Each Committee is expected to be largely autonomous, deciding on the frequency of meetings it requires to conduct its business, able to make decisions and carry on its business without referral to its parent body. However, it is important to define these reporting relationships so that when upward referral or downward delegation is necessary the route is clear.

# PCC

The PCC is the ultimate decision-making body of the Church.

All other Committees and Teams operate under delegated powers from the PCC.

## Terms of reference

The following is taken from the PCC (Powers) Measure 1956 (as amended).

The whole Measure is several pages long, so the following is an extract of the key points:

1. It shall be the duty of the minister and the PCC to consult together on matters of general concern and importance to the parish.
2. The functions of PCCs shall include:
   1. Co-operation with the minister in promoting in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical.
   2. The consideration and discussion 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.
   3. Making known or putting into effect any provision made by the diocesan synod or the deanery synod, but without prejudice to the powers of the council on any particular matter.
   4. 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 or deanery synod.
3. In the exercise of its functions the PCC shall take into consideration any expression of opinion by any parochial church meeting.
4. The PCC of each parish shall have powers duties and liabilities with respect to:
   1. the financial affairs of the Church including the collection and administration of all moneys raised for church purposes and the keeping of accounts in relation to such affairs and moneys.
   2. The care maintenance preservation and insurance of the fabric of the church and the goods and ornaments thereof.
   3. The care and maintenance of the churchyard, and the power of giving a certificate under the provisions of section 18 of the Burial Act 1855.
   4. The power to acquire (whether by way of gift or otherwise) any property, real or personal –
      1. For any ecclesiastical purpose affecting the parish or any part thereof.
      2. For any purpose in connection with schemes (hereinafter called ‘educational schemes’) for providing facilities for the spiritual moral and physical training of persons residing in or near the parish.

## Current membership Term of office

* Rev Emma Wylie (Safeguarding)
* Peter Horton (Churchwarden) 2023-2024 (elected annually)
* Cynthia Cronin 2023-2026
* Nick Fennings-Mills 2023-2026
* Marion Freeman 2023-2026
* Tony Freeman 2023-2025
* Teresa Heaney 2022-2025
* Anne O’Riordan 2022-2025
* Dick Sharp 2023-2026
* Richard Wilks 2022-2025
* Abi Wood 2021-2024
* Richard Wood 2021-2024

Deanery Synod

* Christine Horton 2023-2026
* Lynn Mann (Secretary) 2023-2026

# Standing Committee

## Terms of reference

The PCC must have a Standing Committee which ‘shall have power to transact the business of the council between meetings thereof subject to any directions given by the council’. The standing **committee should consist of not less than 4 persons.**

## Reporting relationship

Reports to PCC

## Current membership

**The Committee should comprise a minimum of 3 people, including a churchwarden (who will normally serve as chair) and the treasurer.**

* Rev Emma Wylie (Incumbent)
* Peter Horton (Churchwarden)
* Lynn Mann (Secretary)
* Katy Valentine (Treasurer)

# Buildings Committee

## Terms of Reference

1. To ensure maintenance and good repair of the church and Pelly Room, including mechanical and electrical systems – security, fire, telephone and utilities – gas, electric and water.
2. To ensure maintenance and good repair of church artefacts.
3. To ensure adequate insurance coverage
4. To ensure satisfactory operation of mechanical and electrical systems along with the organ.
5. To put in place service contracts as necessary.
6. To make proposals for minor improvements where needed and implement within delegated budget limits.
7. To prepare and submit faculty applications, with PCC approval as necessary.
8. To ensure compliance with health and safety, fire and environmental regulations including implementing an annual health and safety check, a fire emergency plan and an annual fire drill.
9. To monitor the maintenance of the church yards, including undertaking an annual inspection and ‘push’ test of gravestones, taking action as necessary.
10. To liaise with architects on relevant fabric projects, as necessary.
11. To organise and respond to quinquennial inspections.
12. To think creatively and proactively about new fabric projects.

## Current Membership

The Committee should comprise a minimum of 3 people, including a churchwarden (who will normally serve as chair)

* Peter Horton (Churchwarden
* Nick Fennings-Mills
* Dick Sharp
* Katy Valentine
* Richard Wilks
* Rev Emma Wylie

Co-opted

* Bill Brown
* Bob Taylor

## Reporting relationship

Reports to PCC

# Finance Committee

## Terms of Reference

(Taken from PCC Accountability, CoE 2022 and approved at committee in August 2022)

1. To draft an annual budget to assist the PCC in planning how it will fulfil its objectives for the coming year.
2. To work with the PCC to meet all its financial obligations, especially Parish Share, approved expenses and insuring the church buildings against fire, theft and public liability.
3. To oversee the setting of parochial fees
4. To monitor the PCC’s finances throughout the year, alert the PCC if any difficulties are likely and recommend any remedial action.
5. To prepare the annual financial statements for approval by the PCC and submission to the Annual Parochial Church Meeting, ensuring that they comply with current Charity Commission requirements. Send a copy to the Diocese and complete the national financial information return.
6. To oversee stewardship education and campaigns.
7. To oversee gift aid work undertaken
8. To oversee financial matters relating to employment when appropriate

## Current Membership

The Committee should comprise a minimum of 3 people, including the treasurer (who would normally chair the meeting.

* Teresa Heaney
* Katy Valentine
* Richard Wood
* Abi Wood
* Rev Emma Wylie

## Reporting relationship

Reports to PCC

# Ministry and Mission Committee

## Terms of reference

1. To oversee the church ministry in terms of services, worship, choir and music
2. To oversee mission at the Boot Sale and community/church interface
3. For those in need – visiting, healing and care, prayer and study groups
4. To oversee children’s work, women’s guild etc, Cleves Court and other community links
5. To oversee charity collections.

## Current Membership

The Committee should comprise a minimum of 3 people,

* Rev Emma Wylie (Incumbent and chair)
* Cynthia Cronin
* Marion Freeman
* Teresa Heaney
* Christine Horton
* Lynn Mann
* Anne O’Riordan

## Reporting relationship

Reports to PCC

# Social and Fundraising Committee

## Terms of reference

1. To oversee the organisation of social and fundraising events
2. To oversee advertising and communications for social and fundraising events
3. To oversee church flowers
4. To oversee Boreham in Bloom
5. To oversee rotas for refreshments and cleaning within the church

## Current Membership

The Committee should comprise a minimum of 3 people,

* Margaret Holden (co-opted and chair)
* Cynthia Cronin
* Marion Freeman
* Lynn Mann
* Rev Emma Wylie
* Plus co-opted members when necessary

## Reporting relationship

Reports to PCC

# Delegated authorities and expenditure thresholds (approved May 2022)

**Miscellaneous Church Items under £25**

* to be reimbursed by the Treasurer against receipts
* stationery, stamps, posters, batteries, light bulbs, gardening, plumbing bits, private photocopying etc.

**Expenditure from £25 up to £500**

* requires 1 estimate / receipt and agreed by Incumbent / Warden(s) + Treasurer.

**Expenditure from £500 up to £1,500**

* requires 2 estimates where possible (1 only if specialist required) and agreed by Standing Committee + &lt;3 PCC members + Treasurer).
* Use of email and video conferencing is acceptable and must be minuted.

**Expenditure from £1,500 up to £5000**

* requires 2 estimates where possible, to show value for money (1 only if specialist required),
* agreement of more than 50% of PCC members following PCC Discussion, Approval and minuted + Treasurer).
* Use of email and video conferencing is acceptable.

**Expenditure over £5000**

* requires 3 estimates where possible, to show value for money and agreement of more than 50% of PCC members following full PCC Discussion, approval and minuted + Treasurer.
* The initial decision should be in person whenever possible.

**Emergency powers**

In an emergency for health and safety or risk management, then whoever is dealing with the matter must feel able to make an executive decision and seek agreement retrospectively.

**General arrangements**

* No amount must be committed to be spent without first notifying the Treasurer.
* “Churchwarden” (versus an Assistant) means the legal representative of the church.
* When works are on site the Member of the PCC leading the works should liaise with Chair of Premises Committee and Warden + Treasurer to deal with unforeseen works.
* Prearranged road travel expenses are paid at the national rate, currently 45p per mile.
* There are currently no photocopying facilities at the church. The Diocesan Office is best placed for all but the odd few copies, which can be done locally and reimbursed at 5p per copy to whoever provides the service.
* Invoices will normally be paid through BACS.