

St Joseph's Parish - Parish Centre Committee ('PCC')

Terms of Reference

15 January 2024

Purpose

1. The PCC is delegated authority for the purposes set out in these terms of reference by the Board of Trustees (the 'Trustees') of St Joseph's Church and Retreat, a charitable incorporated organisation ('CIO') registered under no: **CIO 1173084**
2. The PCC's main purpose is to oversee the management of the Parish Centre, ensuring maintenance of the building, agreeing the activities permitted to take place on the premises, including assigning responsibility for day to day management and entering into any contractual arrangements, ensuring all relevant health and safety and safeguarding procedures are in place.

Duties and Responsibilities

3. **Building:** The PCC shall ensure that the building, its contents and services to the building, and security are maintained to ensure the premises can be used in comfort and safety. The PCC shall agree an annual budget for this purpose, including annual insurance costs with the Finance Committee.
4. **Permitted Activities:** The PCC will be responsible for (a) agreeing the activities taking place on the Parish Centre premises within the guidelines and limitations to be set by the Trustees from time to time and (b) ensuring that all activities taking place on the Parish Centre premises are in accordance with the annual plan approved by the Trustees pursuant to Clause 27 below. The PCC shall ensure that no external signage is used to advertise any PCC event without the prior written agreement of the parish priest.
5. **Day to Day management:** The PCC will be responsible for assigning day to day responsibility for management of the Parish Centre, including responsibility for management of activities, including the responsibility for serving alcohol under the licence held, as agreed with the Parish Priest. The PCC shall be responsible for ensuring that all activities at the Parish Centre are conducted in accordance with the CIO's Financial Controls Policy, Safeguarding Policy, Data Protection Policy, Health and Safety Policy and all other policies that the CIO shall adopt from time to time. The PCC shall be responsible for ensuring that personnel engaged in activities at the Parish Centre will at all times be properly trained and screened in accordance with the CIO's Safeguarding Policy.
6. **Staffing:** The PCC will be responsible for staffing arrangements. The staffing of the Parish Centre will be through volunteers and pre-agreed with the Chair of the Parish Centre. The Parish Centre will not employ staff or have any payroll responsibilities.
7. **Contractual arrangements:** The PCC shall oversee what contractual agreements are entered into for using the Parish Centre (i.e. hiring out the premises) or provision of

services (i.e. invoice for entertainment, catering etc.) as part of using the Parish Centre for permitted activities. This will include renewal of the liquor license. The PCC shall not enter into any contract or agreement contemplating the expenditure or receipt of more than £1,000 without the prior written consent of the Trustees or, if the Trustees so delegate, the Finance Committee.

8. Financial management: The PCC will ensure that all financial transactions per activity are properly recorded (Income and expense), with any appropriate controls required, in accordance with the CIO's Financial Controls Policy.
9. Bank Accounts: the PCC shall operate a sub-account of the CIO's bank account in accordance with the Financial Controls Policy.
10. Audit Requirements: at the direction of the parish priest, the PCC will be responsible for ensuring co-operation and compliance with any audit recommendations or requirements requested by the Finance Committee.

Membership

11. The PCC shall be composed of between 3 and 5 members appointed by, and subject to removal by, the Trustees at any time.
12. The PCC will at all times include the person with responsibility for management of day to day activities of the Parish Centre and the Parish Priest.
13. PCC members shall serve for 5 years then retire by rotation and shall be eligible for re-appointment immediately after their term of office.
14. When a new parish priest is appointed, members of the PCC shall be removed or confirmed at the parish priest's direction within three months of his appointment.
15. The chair will be appointed by the Trustees taking into consideration recommendations from the PCC.
16. Secretary and Treasurer shall be appointed from among the PCC members.
17. The Trustees may, at any time and for any reason, disband the PCC or remove or replace the chair or any other member of the PCC.

Meetings

18. Meetings of the PCC shall be quarterly and may be either face to face or conducted remotely on the internet or telephone.
19. A quorum at a meeting shall be the Parish Priest and 2 lay members.
20. Extraordinary meetings can be called by the parish priest or a minimum of 2 lay members on 7 days' notice except in an emergency.
21. Minutes shall be taken and kept of each meeting.

22. An approval or resolution may be passed by a simple majority of those present and entitled to vote. The Trustees can nullify any decision of the PCC by notice if they deem it contrary to the best interests of the CIO.
23. The PCC may make arrangements to pass resolutions between meetings if necessary either in writing or by electronic communication and any decision made outside a meeting shall be notified to the PCC at its next meeting and recorded in the Minutes.
24. Any member of the PCC who has a material interest relating to any decision to be made by the PCC must declare his or her interest before the item relating to that decision is discussed and will not be entitled to vote on that decision.

Reporting

25. The PCC are responsible for ensuring that all financial transactions related to the activities taking place on the premises are recorded.
26. The PCC shall ensure that a report is submitted to the Finance Committee at the beginning or every quarter detailing the activities, revenues and costs of the Parish Centre for the quarter just ended.
27. The PCC shall ensure that a budget report is submitted to the Finance Committee and the Trustees by 1 December every year setting forth a proposed plan of activities at the Parish Centre for the year ahead. Such plan shall become effective upon the approval of the Trustees and may be amended during the year with Trustees' approval.

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28. The terms of reference of the PCC shall be reviewed every two years or as often as may be required and recommended changes submitted to the Trustees for review.
29. Except where they are incompatible with the Diocese of Westminster Parish Administration Manual (because of the CIO's particular status) these terms of reference shall be deemed to incorporate those set out in that Manual