



St Laurence Church Caversfield Building Committee Terms of Refence 2021

Name:

St Laurence Church Building Committee within the Parochial Church Council of Bicester with Caversfield.

Vision / Goal:

Offering abundant life – growing God's kingdom

Introduction:

The St Laurence Church Building Committee is a sub-committee within the St Edburg's Church, Bicester and St Laurence Church, Caversfield Parochial Church Council (PCC). The purpose of this document is to provide members with an overview of the responsibilities associated with being a member of the Charity Committee.

Committee members:

The committee shall be made up of a minimum of 5 and a maximum of 10 members. The key roles are as follows:

- Chairperson
- Incumbent
- Churchwarden
- Associate Priest
- Project Management and Fund-raising consultant
- Treasurer (may attend for finance matters only, or provide a suitable report)
- 2 or more additional PCC representatives.

The primary purpose of the Committee:

- To facilitate all major works to St Edburg's Church.
 - The term "major works" encompasses:
 - ⇒ All re-ordering work
 - ⇒ Work arising from the QIR (Quinquennial Inspection Report)
 - ⇒ All work that requires a faculty
 - ⇒ Any other work that the PCC chooses to delegate.

Responsibility of members:

- The building Committee has delegated powers of decision-making when this is:
 - for the smooth flowing of the project, thus protecting programme and cost
 - a matter of urgency that cannot wait for a PCC meeting

- when they are required to ratify a requirement of English Heritage or other statutory body
- The Building Committee has the authority to approve expenditure providing the project in question has received formal PCC approval
- The Building Committee will report all decisions to the PCC through the process of minutes of meetings, and by written & verbal reports at PCC meetings
- Any decision that can be taken to the PCC for initial decision will be presented to the PCC with as much pre-warning as possible, along with all decisions taken by the Building Committee for ratification
- Decisions of the Building Committee require a majority in favour
- The meetings are quorate with two thirds membership present
- In extreme urgency, the Chair of the Building Committee is authorised to meet with two other members of the committee chosen for relevant experience and/or availability to make a decision. Any such decision will be reported to the full Building Committee and to the PCC at the earliest possible opportunity for ratification.
- The PCC remains the decision-making body for the church

Minutes of the Building Committee

- Minutes will be taken at all meetings of the Committee and circulated to all Building Committee members prior to the next subsequent meeting
- A report will be produced and tabled at PCC meetings
- Note: At times the Building Committee minutes may contain commercially sensitive material, such as for tender documentation; in this latter case the material will be available to view by any PCC member, but will not be published.