



## **Major Works Committee Terms of Reference 2021**

### **Name:**

The Major Works Committee for St Edburg's Church within the Parochial Church Council of Bicester with Caversfield

### **The Church's Vision / Goal:**

Offering abundant life – growing God's kingdom

### **Introduction:**

The Major Works Committee for St Edburg's Church 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 Major Works Committee for St Edburg's Church.

### **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:

- Incumbent
- Chairperson
- At least one Churchwarden
- Treasurer
- 3 additional PCC representatives
  - The Chairperson shall be appointed by the PCC and a Secretary shall be appointed at the first meeting of the MWC.
  - Other Church members will attend the sub-committee meetings when invited to do so, when their skills and knowledge would be of assistance.
  - The MWC and the PCC may nominate further members to the committee, subject to the agreement of the PCC to bring in persons with specialist expertise or to represent a different point of view.

### **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.

### **The role of the committee is to:**

- Refine the plans and development strategies for re-ordering the church in accordance with the directions of the PCC
- Identify and manage work arising from the Quinquennial inspection of the Church (St Edburg's)
- Develop other major building projects as agreed with the PCC
- Prepare, submit and manage all faculties (including liaison with the Diocesan Advisory Committee)
- Submit grant applications for the above projects
- Liaise with the Church Architect and other design professionals to achieve the works and to ensure the proper management of the project, thus assuring the PCC that both the quality of work and finance are fully managed
- Ensure that the PCC is fully appraised at all stages and that all formal permissions are in place before work commences
- Convey any issues/questions/decisions to/from the PCC concerning the progress of the work
- Receive a financial report at every meeting of the MWC and to report regularly to the PCC on the MWC finances

**The MWC's decision-making responsibilities are as follows:**

- The MWC 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 Heritage England or other statutory body
  - The MWC has the authority to approve expenditure providing the project in question has received formal PCC approval
- The MWC will report all decisions to the PCC through the process of minutes of meetings, and by verbal reports at PCC meeting
  - 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 MWC for ratification
  - Decisions of the MWC require a majority in favour
  - The meetings are quorate with two thirds membership present
  - In extreme urgency, the Chair of the MWC 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 MWC and to the PCC at the earliest possible opportunity for ratification.
- The PCC remains the decision-making body for the Church

**Minutes of the MWC**

- Minutes will be taken at all meetings of the Committee and circulated to all MWC members prior to the next subsequent meeting.
  - A report will be produced and tabled at PCC meetings.
  - Note: At times the MWC 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.
- Minutes are to be available to PCC members but not to other Church members.