

## **St Peter's Wellesbourne : Church Centre Committee**

### **Aim:**

To undertake management responsibility for the day to day running of the Centre on behalf of the PCC.

### **Objectives:**

- To oversee booking arrangements, invoicing and collecting fees and paying into the church centre bank account.
- To superintend cleaning and purchasing cleaning materials and, when needed, necessary cleaning equipment, authorising invoices for same for payment by the Church Treasurer.
- To carry out minor maintenance work or to instruct specialist contractors as appropriate within the limits agreed by PCC and included within the annual Church Centre budget allocation.
- To liaise with users to ensure comfortable co-existence.
- To carry out regular safety checks on the Church Centre and services, including the alarm system to ensure the building is safe for public use.
- To obtain any certificates, faculties or other approvals as may be required from time to time. This includes attending to licensing of the premises by Stratford District Council for music, singing and dancing, and food hygiene inspections.
- To recommend rental levels annually to the PCC for approval.
- To propose, through the Church Treasurer, to PCC an annual budget for expected income and expenditure including cleaning, routine and unplanned maintenance, improvements etc.
- To control the issue of keys and access codes to the Church Centre so that security can be adequately maintained.

### **Appointed by/Responsible to:**

PCC/The Church Centre Committee reports and makes recommendations to the PCC through the Standing Committee as required by the annual cycle of meetings.

### **Membership:**

The membership will include a Churchwarden, the Vicar/ Priest in Charge, the Church Centre Committee Chairman, the Church Centre Bookings Administrator and a small number of PCC or co-opted members with relevant skills.

There will be no minimum attendance to be quorate.

### **Chairman:**

Meetings will be chaired by the Chairman appointed by the PCC or, in their absence, by another member of the committee.

### **Meeting Frequency:**

The Church Centre Committee will meet formally approximately twice per year, meetings should last no more than 90 minutes.

Additional meetings will take place as required.

### **Sub Groups:**

The Church Centre Committee may delegate individuals/sub-groups to carry out tasks on its behalf.

### **Authority:**

The Church Centre Committee is authorised by PCC to commit expenditure up to the sum of £1,000 for any one invoice within the totals laid out in the budget approved by the PCC for routine and emergency repairs and maintenance.

From time to time, PCC may delegate Church Centre Committee to spend larger sums on specific projects.

### **Additional Information:**

The Church Centre Booking Secretary is reimbursed for miscellaneous expenses incurred on a monthly basis (currently £30 per month).

### **Review Date: January 2020**