

## **St Peter's Wellesbourne : Fabric Committee**

### **Aim:**

To provide support and guidance to the PCC on the appropriate maintenance and management of the church premises and grounds.

### **Objectives:**

- To support the Vicar/Priest-in-charge, Churchwardens and PCC in complying with Diocesan property requirements.
- To ensure that the fabric of the buildings and graveyard are in good repair, structurally sound and safe for public use.
- To develop and monitor the Health and Safety Policy for St Peter's; carry out Health and Safety Audits on an annual basis; ensure that contacted inspections and maintenance work are completed correctly
- To propose to the PCC a costed programme of work to address and issues identified by the quinquennial review as requiring attention.
- To propose an annual fabric budget to the PCC to meet both planned and unplanned maintenance and repairs.
- To assist the Churchwardens in producing draft faculty applications for approval as required and ensuring that work carried out is completed in accordance with the applicable faculty.
- To investigate and advise the Churchwardens and PCC on any significant fabric projects or repairs.

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

The Fabric 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, Vicar/Priest-in-charge 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 a member of the Committee appointed by the PCC, the Vicar/Priest-in-charge, or a Churchwarden

### **Meeting Frequency:**

The Fabric Committee will meet approximately 4 times per year, between PCC meetings. Meetings should last no more than 90 minutes.

### **Sub Groups:**

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

### **Authority:**

The Fabric Committee is authorised by PCC to commit expenditure up to the sum of £500 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 authority to Fabric Committee to spend larger sums on specific projects.

### **Additional Information:**

Nil

**Review Date: January 2020**