

Bishop Hannington Memorial Church PCC Policy Statement

Standing Committee Standing Orders

The parish is required under the Church Representation Rules to have a Standing Committee. The Church Representation Rules, however, grant individual parishes considerable freedom to define the parameters within which the Standing Committee operates as follows:

The standing committee shall have power to transact the business of the Council between the meetings thereof subject to any directions given by the Council.

While recognising that at times the Standing Committee may need to respond quickly to unexpected and urgent matters the Bishop Hannington Memorial Church Parish Council (the Council) defines the functions of its Standing Committee as being to:

- 1) plan the business of the Council and, in collaboration with the secretary, prepare and circulate to members of the Council an agenda for each meeting of the Council (not less than seven days before the meeting), together with information about matters for discussion.
- 2) oversee the general financial dimension of the work of the parish by monitoring income and expenditure, establishing and reviewing appropriate financial controls, preparing annual budgets, preparing other financial statements for each meeting of the Council, alerting the Council to matters of concern, and recommending to the Council any extraordinary expenditure.
- 3) present proposals for action by the Council and advise it on matters of policy
- 4) consider and make recommendations to the Council on any reserved matter
- 5) approve special events and activities arranged in the parish so as to comply with the requirements of the parish's insurers.
- 6) subject to the directions of the Council transact the business of the Council between meetings of the Council
- 7) carry out such other functions as the Council may delegate to it
- 8) act within the letter and spirit of Council decisions (as formally recorded in the minutes of the Council or contained in a Council policy statement)
- 9) keep full and proper minutes of all meetings and circulate same to members of the Council within 14 days of its meeting.

For the avoidance of any doubt the Council reserves to itself the following specific responsibilities (which may not, therefore, be actions by the Standing Committee):

- a) Appoint cheque signatories and electronic approvers of on-line accounts;
- b) Agree or alter the terms of any bank mandate;
- c) Appoint members to any sub-committee of the Council (including filling any casual vacancies) and to determine the terms of reference for such sub-committee;
- d) The appointment of the Council Secretary, Treasurer, the Church Electoral Roll Officer, Safeguarding Officer, Health and Safety Officer and Council representatives on the governing body of

Aldrington Church of England School, Bishop Hannington Christian Workers Trust, the James Hannington Memorial Trust and Books Alive Ltd.

- e) Authorise any person to represent the parish to any external body (e.g. HMRC, church authorities);
- f) Authorise an application for a faculty or initiate any expenditure for which a faculty is required;
- g) Agree the appointment of any person to a remunerated position within the church,
- h) Appoint any person to an unpaid position in the church unless requested to do so by the Council.
- i) The decision whether to let any residential property owned by the church and the terms (but not the approval of particular tenants unless such tenant holds a remunerated position within the church);
- j) Agree the regular hiring of church premises to an external group for more than two sessions per week (a session being defined as a morning, afternoon or evening)
- k) Approve any unbudgeted expenditure or contract (that is, expenditure in excess of an agreed budget line) greater than £1,000 on each occasion, or £2,000 in total.
- l) Approve special fund-raising appeals to the congregation for church or other charitable purposes.
- m) Agreements with external bodies other than those relating to the provision of utilities or hire of premises in accordance with the Council's agreed terms and conditions.
- n) Disposal of any Council asset with a value exceeding £500.
- o) Approve the annual report, financial statements or annual budget.
- p) Approve or amend any formal Council policy statement including amendments to the church's Mission/Vision statement.

These standing orders are to be reviewed annually at the first Council meeting following the APCM

*Adopted by the PCC 23 May 2017 (replacing version adopted 25 May 2016). Reaffirmed by PCC on 22 May 2018, 21 May 2019, 13 October 2020 and 1 June 2021.
Updated by the PCC on 23rd May 2022 including updates agreed at the meeting*