



St. Michael & All Angels

CHURCH IN THE PARK | LIVING, LOVING, SERVING

The Parish of St Michael and All Angels, Hughenden

Standing Committee Terms of Reference

The following terms of reference were agreed at the Parochial Church Council (PCC) meeting held on 17th November 2020.

1. A Standing Committee (SC) is required by law, as detailed in the [Church Representation Rules](#) (CRRs). It reports to and is accountable to the PCC.
2. The SC has the powers and responsibilities laid down in the CRRs, specifically to transact the business of the PCC between meetings of the PCC subject to any directions given. The committee may not:
 - a. Discharge a duty of the PCC.
 - b. Exercise a power of the PCC which is subject to the passing of a resolution by the PCC or compliance by the PCC with some other requirement.
3. The SC will be appointed at the first PCC meeting following an Annual Parochial Church Meeting. It shall consist of the vicar, the churchwardens and at least two other members of the PCC appointed by the PCC by resolution. If the PCC Treasurer is an elected member of the PCC, they should be a member of the SC; if they are not a PCC member, they should still be on the SC but may not vote on SC matters.
4. The SC is a small committee which requires a high level of commitment from its members. It will normally meet monthly and certainly at least once before every PCC meeting.
5. At its first meeting after being appointed, the SC shall appoint a chairperson. Should the chairperson be absent for a meeting, the SC will elect one of their number to be acting chair.
6. The quorum for the SC shall be 50% of its membership, including at least one of the churchwardens or the vicar.
7. The SC shall produce a report of their activities and decisions prior to each PCC, for distribution to and review by PCC members.
8. The SC is a management committee, not a policy committee. As such, decisions made by the SC may only be of a management nature; it cannot dictate policy.
9. The specific responsibilities of the SC are:
 - a. Overseeing the day-to-day financial management of the church and PCC, as set out in the PCC's Financial Policy.

b. Preparing the agenda for each PCC meeting, taking account of any items requested by PCC members. This should be completed no less than 10 days before the PCC meeting.

c. Acting on behalf of the PCC in matters of urgency that arise between meetings of the PCC, reporting on such matters to the PCC.

10. If a SC matter is recognised as being contentious or, in the opinion of the SC, may be materially contested by PCC members not present, then the matter shall be referred to the PCC.

11. These terms of reference shall be approved by the PCC and reviewed every two years.