



### **Standing Committee Terms of Reference – approved by the PCC 13 June 2011**

1. The Standing Committee ("the committee") is required by law. It is a committee of the PCC, and reports to the PCC.
2. The committee will normally meet monthly; it is a small committee which requires a high level of commitment from its members.
3. The committee's terms of reference shall be approved by the PCC and reviewed annually.
4. The chairperson of the committee shall be the rector.
5. The committee shall consist of seven members: the rector, the churchwardens (as required by law), the associate vicar, the lay vice-chairperson of the PCC, the treasurer and the PCC secretary.
6. In the absence of the chairperson, the committee shall elect one of their number to chair the meeting of the committee.
7. The quorum for the committee shall be four members of the committee at a meeting for which two weeks' notice has been given and for which an agenda has been distributed.
8. The functions of the committee are set out below.
  - a. The committee is empowered to transact the business of the PCC between PCC meetings subject to any directions given by the PCC.
  - b. The committee is a management committee, not a policy committee. Decisions made by the committee may only be of a management nature and cannot dictate policy.
  - c. The committee may consider policy matters in preparation for consideration by the PCC; however any such matters require the consideration and decision of the PCC.
  - d. The committee shall be responsible for preparing the agenda for each PCC meeting, taking account of any items requested by PCC members.
  - e. Some decisions, due to the timing of the meetings and the urgency of the decision, may have to be made without reference to the PCC.
  - f. Any decisions taken by the committee shall be reported to, and recorded in the minutes of, the next PCC meeting.
  - g. If the matter in hand requires a decision before the next PCC meeting, and is of a contentious policy nature, consideration shall be given to convening an emergency PCC meeting.
  - h. If the matter under discussion could be held to be of a contentious nature or, in the opinion of the Standing Committee, may be materially contested by PCC members not present, then the matter shall be referred to the PCC.