

Terms of Reference

Friends Group of St Mary's & St Andrew's, Sixpenny Handley

1. Purpose

The purpose of the Friends Group of St Mary's and St Andrew's Sixpenny Handley, (The Friends), is to support the PCC in fulfilling its responsibilities by raising funds for the proper maintenance and care of our two Parish Churches and St Mary's graveyard, in order to ensure the proper maintenance and good repair of the churches fabric (including electrical and mechanical systems) both internally and externally.

2. The Vision

The Friends Vision is to secure the fabric of St Mary's & St Andrew's churches for future generations of our villages, as a place of worship and a community resource.

3. Membership

Friends Membership is open to any participating person who donates any funds to the Friends' Fund and who registers to be part of the Group via support@handleychurch.org.uk

4. Funds

All funds raised are to be retained within the PCC Accounts run by the PCC Treasurer in accordance with the PCC Financial Accounting and Procedures Policy. They are to be placed in the established restricted fund for the maintenance and preservation of St Mary's & St Andrew's fabric. This restricted fund is to be used solely for the purpose designated and no other.

5. Management

A Friends Group Management Committee of St Mary's & St Andrew's, (The Friends Committee), is a sub-committee of St Mary's & St Andrew's PCC (the PCC), may be established under Rule M32 of the Church Representation Rules if the PCC considers it necessary.

a. If required, the Friends Committee will be established as follows:

- i. The Chair of the PCC is the ex-officio chair of the Friends Committee.
- ii. All members of the PCC shall be ex-officio members of the Friends Committee.
- iii. Further members of the Friends Committee shall be elected by the PCC to the Friends Committee.
- iv. The PCC may in addition co-opt further members provided that at no time shall the number of co-opted members exceed or equal the number of ex-officio members.
- v. The Friends Committee may elect a Vice-Chair and a Secretary.
- vi. The Friends Committee will meet at least twice per annum in order to update the Friends Group.

- b. The PCC authorises the Friends Committee (in order to carry out the Friends Group Purpose) on its behalf to:
 - i. Raise funds for the purpose of the Friends Group by:
 - ii. Organising fundraising and other events on behalf of the PCC, which are consistent with the PCC's Christian aims and objectives.
 - iii. Organising working parties to care for the Churchyard and fabric of the building, subject to the necessary permissions, insurance and Health and Safety precautions.
 - iv. Running a hundred club on behalf of the PCC.

- c. Friends Committee Meetings:
 - i. Meetings shall be called by the Chair or Vice-Chair.
 - ii. Minutes of the meetings are to be forwarded to the PCC in a timely manner.
 - iii. The quorum for meetings shall be one third of the Friends Committee membership or no less than 5 persons.
 - iv. There shall be 7 days' notice of a meeting by email to all members.

- d. The Friends Committee is a subcommittee of the PCC and the following principles apply:
 - i. The PCC remains the final authority for any decisions.
 - ii. Any funds raised by the Friends belong to the PCC for the PCC to use at its discretion, but solely for the care and maintenance of the Churches as stated above at paragraph 4.
 - iii. The Friends Committee may make proposals to the PCC regarding possible activities and fabric works.
 - iv. The Friends shall make an Annual Report of their activities to the PCC for the PCC to consider prior to the APCM.
 - v. The PCC will review terms of reference at least biennially and may rescind them at any time.

Written by and approved by the PCC on _____