

TERMS OF REFERENCE

1. Authority

- 1.1. The Estates Committee (PC) was established by the Parochial Church Council of the Ecclesiastical Parish of St Mary the Virgin, Wendover (PCC) as noted in the minutes of the PCC meeting on 25 May 2022.

2. Composition

- 2.1. The chair and members of the Estates Committee are appointed annually by the PCC, in the first meeting held following the APCM.
- 2.2. The members of the Estates Committee will normally comprise a member of the Ministry Team (nominated by the Vicar), a Church Warden, and members of the PCC and wider church community.
- 2.3. Three members of the Estates Committee constitutes a quorum.
- 2.4. The PCC shall appoint the Committee chair. In the absence of the Committee chair and/or an appointed deputy at a Committee meeting, the remaining members present shall elect one of themselves to chair the meeting.

3. Scope

- 3.1. The Estates Committee is responsible to the PCC for monitoring and supporting the maintenance and development of the physical estate that is the responsibility of the PCC. This includes St Mary's church and churchyard and, consistent with the terms and conditions of the lease, the Just Shop and church admin office. The PCC retains formal accountability for these matters but delegates the detailed consideration to the Estates Committee.
- 3.2. Where the Estates Committee recommends changes to its Terms of Reference or changes to the policies and procedures within its remit, these will require the approval of the full PCC.
- 3.3. The Estates Committee will support and advise the PCC on the development of the estate to ensure that it appropriately facilitates the delivery of the Mission Action Plan.
- 3.4. The Churchyard Committee reports to the Estates Committee.

4. Responsibilities

- 4.1. To assist the PCC to ensure that St Mary's Wendover exhibits honesty, integrity, and effectiveness in dealing with employees, volunteers, contractors, suppliers and community partners in accordance with our values.
- 4.2. To ensure that the PCC's legal and regulatory obligations regarding the maintenance of the estate are discharged in a timely manner.
- 4.3. To develop, monitor and review the policies and procedures necessary to support the maintenance and development of the estate including but not limited to:
 - 4.3.1. Health and Safety Policy
 - 4.3.2. Lettings Policy

- 4.4. To provide the PCC with regular updates concerning the condition of the estate and likely future maintenance requirements.
- 4.5. To monitor and review the volunteer roles concerned with estates management within the church to ensure that individuals are appropriately supported in their role and that the deployment of volunteers is consistent with the delivery of the Mission Action Plan.
- 4.6. In collaboration with the Finance and Governance Committee and always seeking best value, to act as the sponsoring body for major estates projects as necessary.
- 4.7. To monitor and manage estates-related risks within the St Mary's risk register.

5. Functions

- 5.1. The Estates Committee meets at least three times a year, and more frequently as necessary, to review and take decisions on matters within its TOR, which are then recorded in the Estates Committee minutes.
- 5.2. Minutes of Estates Committee meetings are shared with the PCC. If confidential matters are discussed within the Estates Committee, the minutes of these will be circulated to Estate Committee members only.
- 5.3. The Estates Committee operates policies and procedures under delegated authority from the PCC within the agreed scope. Policies and procedures will require approval by the full PCC before implementation.
- 5.4. The chair of the Estates Committee, or – in their absence – another Estates Committee member, reports on Estate Committee activities to each meeting of the PCC. This includes, as and when appropriate, recommendations from the Estates Committee for decisions that need to be taken at PCC level or which relate to matters reserved for the PCC.
- 5.5. **For the avoidance of doubt, all PCC members remain ultimately responsible for all matters dealt with by the Estates Committee and should ensure that they appropriately scrutinise, understand and, where appropriate, approve the decisions made.**