

D R A F T (Version 3)

19 Nov 20

ONE ARK PAROCHIAL PARISH COUNCIL (PPC) TERMS OF REFERENCE

Context

1. The 'One Ark' initiative brings together the parishes of Salcombe and Malborough with South Huish into one single parish of *Malborough, Salcombe and South Huish*. The Parish Churches, All Saints (Malborough) and Holy Trinity (Salcombe), are supported in the 'One Ark' mission of the new parish by the chapelries of Holy Trinity (Galmpton) and St Clements (Hope Cove).¹
2. As a consequence of this union, the 'One Ark' initiative will also see the merging of the two Parochial Church Councils (PCC) from Salcombe and Malborough with the District Church Council (DCC) from South Huish into one new *Malborough, Salcombe and South Huish Parochial Parish Council (PPC)*. In tandem with this merger there is an assumption of rationalisation of administration organisation and processes to refocus energy on the pastoral mission of the new parish – a mission that must grow!

Purpose

3. As an executive committee of the unified parish - consisting of clergy and churchwardens of the parish, together with representatives of the laity – the PPC is responsible for the financial affairs of the parish and the maintenance of its assets, and, critically, for promoting the mission of the church and its role in the local community; that stretches from Salcombe to Hope Cove and from South Huish to Bolberry.
4. Its powers and duties are defined by certain Acts of Parliament and other legislation, principally the Parochial Church Councils (Powers) Measure 1956.

PPC Members

5. Chaired by the incumbent Vicar, the PPC will consist of up to 12 voting members plus the secretary. The chair may, from time to time, delegate to one of his Assistant Priests the conduct of any particular PPC meeting or responsibility for oversight of a particular PPC sub-committee activity (e.g. Mission).
6. Ten elected members of the PPC will be chosen to fill the roles shown in the Annex. They must be on the electoral roll of the new unified parish and will all be subject to election at the Annual Parochial Parish General Meeting (APPGM) that is open to all on the electoral roll. No member of the PPC should serve more than three years and must expect (on putting

¹ According to the listing from 2008, Hope Cove is not a Chapel of Ease but rather a Licensed Place of Worship, i.e. it is not consecrated. In principle this could be checked definitively as there would be a record of consecration. The date of the license appears to be 1861. Again, according to the list, Holy Trinity Galmpton is a Chapel of Ease and not a Parish Church and it is not shown as a Parish Church on the national website.

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their name forward for election) to serve for at least two years. The exception is any Assistant Priest elected to one of the non-Warden representative roles.

7. The criteria for election to the PPC is independent of where candidates reside in the new unified Parish. The only exceptions to this are three of the four Church Wardens who will be specifically elected to represent their specific congregation in the parish. The fourth Church Warden (without specific portfolio) will provide the link to the St Peter's Foundation (see Para 27 & Annex). There is an expectation each Warden will have a deputy to assist in his/her duties. Such a deputy can deputise, when required, at a PPC meeting when their respective Warden is not available.

8. Two laity members will be co-opted to the PPC. Namely the Parish Treasurer and the Parish Administrator. [Both are voting members of the PPC]. Their terms of office are subject to separate contractual arrangements – given obvious conflicts of interest both co-opted members are not voting members when it comes to their respective contractual arrangements.

PPC Meetings

9. The PPC will be scheduled to meet [once per quarter] – this will be normally on the [first Wednesday] of each quarter. This periodicity may be relaxed to twice a year, once the 'One Ark' initiative has been fully bedded-in after its first year. The Clergy, Wardens, Parish Administrator and Parish Treasurer will meet monthly to address rosters and service schedules, and address immediate administration concerns/issues.

10. The PPC Secretary is responsible for circulation of the agenda, minutes and actions arising and other papers at least seven working days before each meeting.

11. The quorum for any PPC meeting should be considered to be seven (Chair plus three Wardens (or deputies) plus three others).

12. Any sub-committees established under the PPC need to consider the timing of their respective meetings to ensure they feed into the next PPC meeting. The terms of reference for each sub-committee should be established by its respective chair, drawing-off this example.

13. PCC meetings' timings must be scheduled to feed into the Annual Parochial Parish General Meeting (APPGM) usually timed for [mid-March] each year.

PPC Core Role Description

14. **General Overview:** Legally, the PPC is responsible for the finances of the parish. It also has ultimate responsibility for the care and maintenance of all church buildings and their contents, and proper care of all people under its employ. It has a voice in the forms of service used by the church and may make representations to the bishop on matters that affect the welfare of the parish. However, management of buildings and money must not obscure the

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PPC's fundamental role in wider areas of mission. At times this means the spiritual mission, by necessity, will become the priority when considering allocation of parish funds and resources.

15. **Attendance and Preparation:** PPC members should aim to attend most meetings and to read minutes, financial statements and papers before each meeting. PPC members should also attend, when able, major activities not just in the parish but in the Diocese and Deanery, so that they feel part of the wider church family.

16. **Financial Oversight:** Advised and guided by the Parish Treasurer, each PPC member has fiduciary responsibility for ensuring that the PPC complies with requirements of both charity law and current church accounting regulations. This should include: receiving regular financial updates; ensuring procedures exist to appropriately approve payments and that all cheques are signed by two authorised PPC members; ensuring that the service offertories and other monies are appropriately supervised; generating the Annual Report & Accounts and submitting these documents to the APPGM for approval, then sending them on to the Diocese (and Charity Commission if required).

17. **Financial Strategy:** The PPC decides corporately how the church's money is to be raised and spent. This is a key mission decision as well as a financial one.

18. **Mission Planning:** The PPC, led by the parish clergy, should ensure that there is an up-to-date and active parish mission plan, which asks and answers the following questions:

- what is the mission of God in our parish;
- what ministries do we need for this mission;
- what resources do we need for these ministries?

19. **Outreach:** The PPC needs to work with the incumbent Vicar to promote within the parish the whole mission of the Church – pastoral, evangelistic, social, and ecumenical and to enable every member of the church to play a full part. This includes all church schools in the parish which are central to the mission of the parish.

20. **Safeguarding:** A key aspect of the PPC's duties is awareness of the Diocesan strategy on safeguarding and protection of the vulnerable (to ensure that the necessary checks have been made on those members who work with children and vulnerable adults).

21. **Buildings & Facilities:** The PPC is responsible for the church, ancillary buildings and churchyards/graveyards. This includes all aspects of Health & Safety and associated risk assessment, fulfilling the heritage requirements on buildings, insurance and maintenance work.

22. **Employer:** The PPC acts as the employer of our churches' paid workers; e.g. cleaners, youth workers, organists, parish administrator or parish treasurer. Accordingly, the PPC must keep abreast of relevant employment legislation and processes for proper management of its employees' terms and conditions. The PPC is responsible for drawing up all contracts of

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employment, where applicable. In that the PPC must be an equal opportunities employer that does not discriminate on the grounds of ethnic origin, race, age, disability, gender or sexual orientation.

Assumptions & Constraints

23. **Structure:** With unification comes the assumption, both in theory and practice, that one PPC administers to the whole of the new unified parish. Temptation to re-establish PCC/DCCs based on each church must be resisted. Confidence that all corners of the unified parish will be addressed equally by the new PPC is fundamental to the success of the 'One Ark' initiative. Local interests (for each of the churches) will be addressed firstly by representation by the respective Wardens and secondly by role-specific subcommittees, on which laity from each church are invited to serve (as shown at the Annex).

24. **Finances:** With unification it is assumed the resources available to the component parts of parish will be consolidated into a single pot, administered by the new Parish Treasurer. Requests for monies/expenditure from that pot will be focussed through the Treasurer. For non-routine or previously unauthorised expenditure the Treasurer must revert to the PPC for their guidance and decision (the PPC will necessarily have to formally establish any delegated powers to the Treasurer to cover routine expenditure). It is assumed equitable use of resources will be assured post-unification by a set of principles that will be established by the treasurers of HTS, ASM and HTG/STC, together with the new Parish Treasurer, and as ratified by the new unified PPC when it stands-up.

25. **Bequests²:** Bequests to churches are made from time to time. Some will predate the unified parish. It is key to the principles of the 'One Ark' initiative that the mindset, and no less so when it comes to financial affairs, should be of one parish pot available for pan-parish purposes. However, to ensure all any local sensitivities are properly addressed, a Vicar and Wardens' Bequest sub-committee will provide the governance over the use of all bequests.

26. **Trusts & Restricted Bequests³:** There are a number of Trusts or restricted bequests held by churches in the unified parish that are restricted by covenant in their use. Bequests with covenants attached must be administered by the Vicar, the relevant Warden and Parish Treasurer [- it is hoped, in due course, that governance of such constrained bequests should fall under the ambit of the broader Vicar & Wardens' Bequest sub-committee (see Para 25).] It is assumed all Trusts will continue to be run in accordance with their extant deeds and governance regimes. It is also assumed that trusteeship will naturally continue to associate with the respective church. Requests to each Trust from the PPC should be made formally via the Parish Treasurer who, it is hoped, will receive routine updates from the Trusts with respect to their respective financial positions. It is assumed respective Wardens will represent the interests of the individual trusts on the PPC.

² For the purposes of these terms of reference a bequest is a legacy given without condition or covenant that might be used by the parish as it deems appropriate.

³ For the purpose of these terms of reference a trust or restricted bequest is a gift established either as a trust fund or a legacy with specific covenants attached that need to be administered in relation to a specific church or previous parish.

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27. **St Peter's Foundation:** The foundation is a charity by incorporation, within the Diocese of Exeter⁴, and more specifically within the parish of Malborough, Salcombe and South Huish. Its aim, to provide and develop intentional Christian communities, aligns with many aspects of the mission of the parish but is, nevertheless, wholly separate (and thus not under the PCC ambit). That said there is a symbiotic relationship between parish and foundation, both of which fall under the purview of the Vicar. Accordingly, it is assumed St Peter's business will have impact on parish business and *vice versa*. Consequently, it is an aspiration that the fourth Church Warden, without portfolio, be appointed as one of the foundation's trustees and thereby become the direct link into the PPC for all foundation issues of interest/import to the parish. Additionally, it is intended that St Peter's interns will routinely act as Vergers in each of the parish churches for weddings and funerals in order to supplement each intern's upkeep and provide 'coal face' experience for those considering future ministry in the church.

28. **Friends of Holy Trinity Salcombe Trust:** This is a registered charity that raises money to maintain the fabric of Holy Trinity Church Salcombe.⁵ It lies outside the purview of the PPC but necessarily has direct interest in the output of the PPC. [Working relationship of this charity with the new PPC should marry that for all other trusts as highlighted above (Para 26).]

29. **Malborough Feoffee:** Monies from the Feoffee is invested in The Church Lands Charity.⁶ The object of this charity is the well-being and upkeep of the fabric of Malborough Church and the surrounding graveyard. [Working relationship of this charity with the new PPC should marry that for all other trusts as highlighted above (Para 26).]

Terms of Reference Review

30. These terms of reference will remain in force for no longer than five years from the date of the first unified PPC meeting. By that time the 'One Ark' initiative is expected to have become embedded in all aspects of our new parish's life. Renewed/refreshed PPC terms of reference will therefore be required at that five-year point.

⁴ The Bishop of Exeter appoints the foundation's trustees.

⁵ The Declaration of Trust (1 Feb 01) states: "the trustees shall stand possessed of the trust fund upon trust to apply the income and capital or part thereof in response to requests of the parochial church council in such a manner as they shall in their absolute discretion think fit for all or any of the following charitable purposes namely: for the advancement of the Christian religion and the preservation of a building of historic importance for the benefit of the public by the maintenance or assisting in the maintenance of Holy Trinity church and its churchyard and church hall." <https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/3975270/charity-overview>

⁶ <https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/204067>

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Annex to
PPC Draft ToRs
dated 19 Nov 20

Malborough, Salcombe & South Huish Unified PPC Structure

