

# TERMS OF REFERENCE FOR THE CHRIST THE KING BUILDING PROJECT GROUP

*Agreed by the PCC on 16/01/2017*

## **1. Aim of the group:**

The Building Project Group is commissioned to see through all aspects of the church building extension in accordance with the latest version of the Statement of Needs and associated plans and as approved by the PCC

## **2. The group is appointed by the PCC and is made up of:**

Chairman, Project manager, Administrator, Finance officer, Fundraising coordinator, Internal Communications coordinator, External Communications Coordinator and others as applicable. The group will have a link to the church treasurer providing figures for all financial matters. The group may co-opt any members in the church or specialists from outside it, at any time to glean more information and experience as required.

## **3. Reporting procedures:**

The group will be accountable to the PCC for all actions. Minutes, including a record of any decisions and actions, will be taken at each BPG meeting. A report will be given to members of the PCC typically every two months either in writing or verbally at their meetings. The chairman will be an ex officio member of the PCC for the period of the building project.

## **4. Authority of the group:**

All significant decisions and approvals should be made by the PCC on the recommendation of the Group. This would, for example, include:

1. Approval to go ahead with the scheme, the main scheme components time line and milestones.
2. The principal building contract(s).
3. Any other contracts with a value over [£2000] or a term over 3 years (or open ended).
4. Any employment contract.
5. Any fundraising scheme that involves the payment of commission or a fee to a third party.
6. Submission of Planning Permission and Faculty.
7. Set up, constitution and officers of any development company.
8. The terms/parameters of loans to be sought.
9. The identity of any grant awarding body to be approached.
10. Any action that would be reasonably likely to cause significant publicity or community impact.

At an operational level, the group may:

1. Appoint and pay consultants, architects and other professionals to act on their behalf on any matters, having agreed the contract with them.
2. Apply for permissions, consent and any legal authorities to progress the work.
3. Approach any local authorities, organisations, agencies, Councillors and the media about matters related to the building.
4. Appoint a small working group/s to help with fundraising initiatives and running of events which will be accountable to the fundraising coordinator.
5. Seek the views of people within the church who have specialist interest or knowledge that would provide advice or comment.

The group must not:

1. Sign any contracts or commit to expenditure of any sort which exceeds its delegated authority without prior minuted agreement by the PCC.
2. Go outside the agreed overall net budget to date at any stage.

**5. It is envisaged that the group will be involved in such things as:**

1. Envisioning the church family for the design of the extended building and what that extended building will achieve in terms of ministry outcomes. This will be achieved through, for example, meetings of the church family, Sunday service announcements, site visits and printed materials/videos etc...
2. Working with Archangel Ltd as the chosen architects to manage the entire project and for them to have the Building Project Group chairman to be a single point of contact.
3. Internal and external fundraising as appropriate, including Gift Aid where possible.
4. Submitting applications for grant funding and trust funding to various bodies that have values and ethics which are compatible with those of the church.
5. Negotiating loans as necessary under the authority of the PCC.
6. Discussing, with the agreement of the chairman, the building design and any planning applications with the architect, including building regulations, planning permissions and negotiations with the local Council.
7. Arranging press releases, media and community information events to convey the aims of the building to people living in the area.
8. Maintaining a risk assessment log of progress to date against timeline and associated issues arising, highlighting changes to the group at their regular meetings.
9. Ensuring that the church's insurance remains adequate for activities undertaken under building project.
10. Establishing the requirements and resources for the initial running of the extended building and, with the PCC, putting in place any revisions to the existing building management arrangements. This will include arrangements for formal handover from the contractor, snagging post-handover and the management of warranty claims etc.
11. Complying with church policies and procedures. E.g. Data Protection.

## **6. Finances:**

1. Financial records will be kept, and financial policies followed, in accordance with church policy and procedure, and finances will be monitored against budget by the church treasurer and the project finance manager and reported at the BPG meetings. Receipts and payments must be processed via the existing Sage system and even if additional bank accounts are opened then these should come under existing arrangements. Financial records of the building project will form part of our consolidated statutory accounts
2. Members of the group may claim out of pocket expenses for the work undertaken as agreed with the Chair in accordance with the church expenses policy. Any car journey where mileage is to be claimed should be approved by the Chair in advance.

## **7. Confidentiality and conflicts of interest:**

1. The group will be expected to keep discussions confidential and release of information to members of the public and church family/attendees should only be through agreement at Building Group meetings.
2. Although the normal method of keeping PCC members advised will be in accordance with section 3 PCC members may ask to attend Group meetings or see confidential information at other times.
3. If during the project any member of the group becomes aware of a potential conflict of interest (relating to self, family or associates) they will raise this with the Chair. Where necessary, they will withdraw from discussions and decisions.
4. Details of donors and anyone making loans to the project will be kept strictly confidential (and kept to restricted individuals [TBA]).

## **8. Records:**

Records of meetings, emails with outside agencies, contracts, agreements and other major correspondence should be electronically stored by members of the group on Microsoft OneDrive (Cloud storage) The definitive version of any document will be the "cloud" version.