



ST MARGARET'S CHURCH

To know and share God's transforming love with one another,
our local community and the wider world

PCC Finance/HR Sub Committee Draft Terms of Reference

Constitution

The PCC resolved in September 2023 to establish a Sub Committee of the PCC to be known as the Finance and Human Resources Sub Committee. This would incorporate the remit of the existing HR Sub Committee.

Membership

The Sub Committee consists of members of the PCC and lay members of the congregation.

The total number of the committee members will be up to ten, these will include the Incumbent, the PCC Secretary, and Church Wardens. The Treasurer will attend in an advisory capacity.

Attendance at meetings

Others may attend the meetings if they need to be party to a scheduled discussion, or their experience is required.

Minutes of each meeting will be taken and circulated

Frequency of meetings

Meetings will be held three times a year, in March for review of the Annual Report and Accounts prior to the APCM, in July to conduct a half year/interim review of the Parish financial situation, and in December to complete a staff pay review. Further meetings can be arranged as required.

Decision Making

A minimum of 4 of the members from the Electoral Roll appointed by PCC will need to be present to conduct business and make decisions. Business may be conducted by email where time is critical, or a specific issue needs to be considered. A decision will require a majority vote to be passed

Authority

The PCC devolves responsibility for the day-to-day running of Church finances to the Treasurer and Parish and Financial Administrator (The Administrator). Therefore, the Finance and HR Committee is a sub-committee of the PCC whose objective is to support the Treasurer and Administrator including through review of current financial reports prior to referral to PCC for approval as required.

The Committee will ensure that financial processes and procedures meet the current standards for financial control as required by the Charities Commission and the Church of England.

Duties

The duties of the Finance/HR sub – committee shall be:

Reviewing current financial reports prepared by the Treasurer prior to referral to the PCC for approval, and monitoring and progressing any issues arising.

Compiling an Annual Budget and long-term financial strategy and plans.

Making recommendations to PCC regarding staff salaries, terms and conditions of employment.

Provide support for the Gift Aid Secretary as needed.

Developing and implementing plans and initiatives to raise sufficient income for the day-to-day running of the Church and providing the PCC with information regarding the financial implications of plans.

Highlighting to the PCC the need for special fund raising to tackle significant major projects.

Making recommendations to the PCC regarding the opening and closing of Bank accounts and investment accounts.

Supporting and guiding the Treasurer in carrying out their duties.

Support the Rector through producing, in conjunction with the Treasurer, a set half-year review of the Parish's financial situation for presentation to PCC.

Ensuring that the Annual Accounts are externally examined in a timely manner.

Investigation of any financial issues that may arise, from the PCC the congregation, or external sources.

Ensuring working practices at St Margarets are compliant with current employment legislation and best practice.

Providing advice and guidance to PCC regarding employment issues including staff welfare.

Considering issues concerning recruitment, changes to employment legislation and policy reviews, together with any HR related measures as directed by the Rector, the PCC or the Church Wardens.

Revised on behalf of Finance/HR sub-committee by

Eamonn Davern

PCC Secretary (2nd July 2025)