

The Cotteridge Church  
**Terms of Reference**  
**Catering Services Working Group**

### **Aims and Objective**

The Catering Services Working Group reports to the Community Services Committee and works on its behalf to oversee all catering activities provided by the Cotteridge Church, including but not limited to The Cotteridge Church Kitchen Services and The Cotteridge Church Coffee Bar, in pursuit of the following objectives:

- Develop plans for the implementation of the Catering Strategy (March 2019) through its short, medium- and long-term phases, working with other groups, as appropriate, including but not restricted to the Community Services Committee, Finance, Property and Management Committee, The Cotteridge Mission through Action Working Group, the Building Development Working Group.
- Communicate and promote plans to all stakeholders, including but not restricted to paid staff, volunteers, customers, other Church users.
- Develop and manage separate business plans for each catering service being undertaken by The Cotteridge Church (i.e. The Cotteridge Church Kitchen Services, The Cotteridge Church Coffee Bar and any future services) so that each operation appropriately balances the fulfilment of the mission and financial viability as defined in the Catering Strategy.
- Perform/ oversee both internal and external marketing for all catering services, in support of the strategy and each business plan
- Perform strategic provisioning on behalf of each catering service to ensure value for money in support of the individual business plan
- Act as a support and advisory body to the line management of The Cotteridge Church employees undertaking catering activities
- Be accountable for the Health and Safety of all users and staff of The Cotteridge Church catering services, including completion of all required risk assessments
- Be accountable for the recruitment and training (including safeguarding and food hygiene) of all volunteers needed to staff The Cotteridge Church catering services
- Be accountable for drawing up any staff rotas required by The Cotteridge Church catering services

### **Membership**

The Catering Services Working Group will consist of a minimum of five (5) members. The Weekday Volunteer Coordinator and the Catering Services Treasurer are *ex officio* members.

The Community Services Committee will appoint the Chair, Treasurer and remaining members to ensure that the minimum number is met, and reflects the catering activities taking place in the Church. A minute secretary will be chosen by the Working Group.

Ordinary members will serve for a period of three years, commencing on the date of their first meeting of the Catering Services Working Group and cannot serve again for a period of one year after their term has expired, except if approved by the Community Services Committee.

### **Meeting Procedures**

Meetings of the Catering Services Group will usually be held every two (2) months, although extraordinary meetings may be held more frequently at the request of the Chair or the the Community Services Committee.

A meeting of the Catering Services Group will not be deemed quorate unless a straight majority of members are present. A straight majority is deemed to be fifty one percent of the membership or the nearest whole number of members higher than fifty one percent.

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In the case of a tied vote the Chair has a casting vote.

If the Chair is not present at the meeting an extraordinary Chair will be selected by majority vote of the members present.

The Chair is responsible to ensure that:

- The Catering Services Working Group meets its Terms of Reference.
- An agenda and papers for each meeting of the Catering Services Working Group is set and distributed at least one week before the date of the meeting.
- Membership periods are monitored.
- A Report is provided to the Community Services Committee every two months on the status of the objectives of the Catering Services Working Group and any decision required the Community Services Committee, ensuring any required decisions are accompanied by a description of the need for decision and any financial, staffing or volunteering impact. The report should be presented in a format standard for all WGs, agreed by JCC.

The Minute Secretary is responsible to ensure that:

- Minutes are taken of all the Catering Services Working Group meetings, and then distributed to the meetings members.

The Treasurer is responsible for:

- Submitting a separate budget for each catering service to the Community Services Committee and the Finance, Property and Management Committee for review (in turn to be ratified by JCC) before the beginning of each new financial year
- Ensuring budgets submitted include the funding for all services under Catering Services Group oversight, both existing services and new services envisioned for that year
- Submitting a report on performance against budgets to the Community Services Committee and the Finance, Property and Management Committee for review (in turn to be ratified by JCC) at the end of each financial year
- Continuously monitoring performance against budgets throughout the financial year.

## **Finance**

The Catering Services Working Group is authorized to raise monies to enable the pursuit of its objectives only.

Each year the Catering Services Working Group is required to propose a contribution target to Finance, Property and Management Committee for approval (in turn to be ratified by JCC), together with a budget including a breakdown of all key income and expenditure areas. The budget includes funds for day-to-day operations, sufficient funds for typical repairs and replacements of catering equipment, and contingency to allow for the unexpected.

During the year, the Catering Services Working Group will regularly review progress towards the contribution target and the budget. It may adapt and adjust budget lines throughout the year where advantageous to the aims of catering, where there is no net effect on reaching the contribution target. Any budget change that will impact on the ability to reach the contribution target must be approved by to the Finance, Property and Management Committee (in turn to be ratified by JCC).

Any decisions that have implications over more than one year should be approved by the Finance, Property and Management (in turn to be ratified by JCC), including:

- Expenditures spread over an extended period such as lease hires, purchase hires.
- Pay increases that do not follow the current wage structure.
- Changes in staff hours greater than half an hour a day.

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- Any new staffing positions that Catering Services Working Group deems advantageous to the aims of catering (approval before advertising).

Catering Services Working Group will maintain a list of catering assets with approximate replacement costs in the event of failure. Catering Services Working Group is responsible for replacement costs where they can be reasonably covered from the repair and replacement line in the annual budget. Any larger items should be brought to the Finance, Property and Management Committee (in turn to be ratified by JCC) for approval of spend from Church funds (in an emergency an executive decision may be taken by the Church Treasurer and Chair of JCC).

Food and regular non-food related expenditure by people pre-approved by Catering Services Working Group (as below) requires no prior approval from Catering Services Working Group, though where payment is made after receipt of the goods, two members of the Catering Services Working Group should sign the invoice before payment. Levels of authority for spend are as follows.

Under £20	Cooks, Catering Treasurer, Catering Chair, Catering Manager & Church Administrator
£20-£40	Catering Treasurer, Catering Chair, Catering Manager & Church Administrator
£40-£100	Two of Catering Chair, Treasurer, Manager, Community Services Committee representative or JCC representative.
Above £100 (but consistent with annual budget, as above)	Majority decision of Catering Services Working Group members at a meeting or by correspondence. By exception (where deemed time sensitive) permission of three of the following will suffice: Catering Chair, Catering Treasurer, Catering Manager or JCC or Finance, Property and Management Committee members

Coffee Bar daily shopping of short-life food is exempt from the above and is purchased from local shops by staff and volunteers.

### **Electrical equipment**

Prior to purchasing any electrical equipment, Catering Services Working Group must confer with the Church Administrator to ensure there is neither an issue with electrical overload or with duplication of any equipment that could be shared.

These Terms of Reference are authorised by:

Chair of Community Services Committee

Date \_\_\_\_\_