



The Cotteridge Church Articles of Commission

Community Services Committee

In accordance with the Constitution of The Cotteridge Church Local Ecumenical Partnership [22nd June 2010] and in its role as the 'Body of Trustees', The Cotteridge Church Joint Church Council (JCC) has determined to commission the Community Services Committee to oversee all the services to the community (other than worship) undertaken by The Cotteridge Church and has delegated authority for this to be achieved.

These Articles of Commission took effect from November 2020 and will be reviewed after two years.

Terms of Reference

Aims and Objective

The Cotteridge Church JCC requires the Community Services Committee to oversee all the activities provided by The Cotteridge Church that deliver or develop services to the community locally or further afield. The Community Services Committee reports to JCC.

Each activity that the Committee oversees has its own Working Group (WG), with its own Terms of Reference. Each WG reports to the Community Services Committee, which in turn reports to JCC. The WGs overseen by the Community Services Committee currently includes:

- Catering Services WG
- Older Adults WG
- Young People WG
- Food Bank WG
- Mission Through Action WG
- Book Centre & Traidcraft WG

Any decisions that have implications over more than one year or expenditure that cannot be met from within the annual budget agreed for the activity (by the Finance, Property and Management Committee and JCC) should be approved by both the Finance, Property and Management Committee and the 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.
- Any new staffing positions that Community Services Committee deems advantageous to the aims of The Church (approval before advertising).

Membership

The Community Services Committee will be made up of at least one representative from each of the working groups it oversees. One person may represent more than one WG. The total membership should consist of a minimum of five (5) members. A majority of the Community Services Committee members should be Trustees of The Cotteridge Church. The Cotteridge Church JCC will appoint the Chair and remaining members to ensure that the minimum number is met and reflects the community activities taking place in the Church.

Members will serve for a period of three years, commencing on the date of their first meeting of the Community Services Committee and cannot serve again for a period of one year after their term has expired, except if approved by JCC in exceptional circumstances.

Meeting Procedures

Meetings of the Community Services Committee will usually be held every two months, although extraordinary meetings may be held more frequently at the request of the Chair or The Cotteridge Church JCC. A report will be provided to JCC after each meeting.

A meeting of the Community Services Committee 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.

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.

At the first meeting of the Community Services Committee a Secretary should be selected by majority vote of the members present.

The Chair is responsible to ensure that:

- The Community Services Committee meets the objectives of its commission.
- An agenda for each meeting of the Community Services Committee is set and distributed at least a week before the date of the meeting.
- Membership periods are allocated for all initial members.
- A Report is provided to The Cotteridge Church JCC every two months on the status of the objectives of the Community Services Committee and any decision required from the JCC, ensuring any required decisions are accompanied by a description of the need for decision and any financial, employee or volunteer impact. The report should be presented in a standard format, agreed by JCC.

The Secretary is responsible to ensure that:

- Any required documentation is distributed to the other members of the Community Services Committee for discussion at a meeting at least a week before the date of the meeting.
- Minutes are taken of all the Community Services Committee meetings, and then distributed to the meetings members and a copy deposited with the Secretary of The Cotteridge Church Joint Church Council.

Finance

The Community Services Committee and its WGs are only authorized to raise monies to enable the pursuit of their objectives or those of the activities the Committee oversees.

Each year the WGs with budgets are required to propose a contribution target to the Finance, Property and Management Committee for endorsement prior to going to JCC for approval, together with an annual budget, split into twelve (12) equal parts 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 for any equipment, and contingency to allow for the unexpected. Each WG of the Community Services Committee with a budget is required to report regularly to the Finance, Property and Management Committee on its finances.

The Community Services Committee and its WGs are allowed to spend monies they have raised within the limits defined by their annual budgets. To spend monies outside of that which they have raised they must seek Church Funding through the Finance, Property and Management Committee, who if the request is outside their spending limit, may seek the funding from the JCC.

The authorization to spend monies up to certain values is described in the table below:

Under £20	Any paid staff, WG Chair, Church Administrator
£20-£40	WG Chair or Church Administrator
£40-£100	Two of any paid staff, WG Chair, Church Administrator.
£100-£250	Majority decision of WG members at a meeting or by correspondence, endorsed by the Chair of The Finance, Property and Management Committee
£250-£2,500	The Finance, Property and Management Committee
Above £2,500	The JCC (via the Finance, Property and Management Committee

Short-life food is exempt from the above and is purchased from local shops by staff and volunteers.

The B30Foodbank acts as an autonomous financial entity under the oversight of the Community Services Committee

Electrical equipment

Prior to purchasing any electrical equipment, Community Services Committee or any of its WGs 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.

This Commission update is authorised by:

Neil Walters
Chair of The Cotteridge Church Joint Church Council

Date.....