



The Cotteridge Church  
**ARTICLES OF COMMISSION**  
**Finance, Property and Management**

In accordance with the Constitution of The Cotteridge Church Local Ecumenical Partnership [22<sup>nd</sup> June 2010] and in its role as the 'Body of Trustees', The Cotteridge Church Joint Church Council (JCC) has determined to commission the Finance, Property and Management Committee to set a budget and control expenditure within that budget whilst maintaining the fabric of the church and managing its internal running and has delegated authority for this to be achieved.

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

## **Terms of Reference**

### **Aims and Objective**

The Cotteridge Church JCC requires the Finance, Property and Management Committee to:

1. Set a budget for the year, to be agreed by JCC, where possible balancing expenditure to recurring income, in liaison with treasurers of specific budget-holding church functions/ Working Groups/ Committees.
2. Monitor and control expenditure to the budget.
3. Where possible ensure 3 competitive quotes are obtained before commissioning work.
4. Manage the maintenance of the fabric of the church and its buildings.
5. Ensure all church policies and procedures are reviewed and revised regularly.
6. Periodically review the constitution and governance structures of the church and revise as appropriate to ensure they remain fit for purpose.
7. Oversee and report on the activities of the Working Groups (WGs) and Functions under its purview. Each WG or Function reports to the Finance, Property and Management Committee, which in turn reports to the JCC. The committee currently has oversight over:
  - Property Development Working Group
  - HR Function

### **Membership**

The Finance, Property and Management Committee should consist of a minimum of five (5) members. A majority of the Finance, Property and Management 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 responsibilities of the Committee.

Members, will serve for a period of 3 years, commencing on the date of the first meeting of Finance, Property and Management Committee and cannot serve again for a period of one year after their term has expired, except if approved by the JCC in exceptional circumstances.

### **Meeting Procedures**

Meetings of the Finance, Property and Management Committee will be held every 2 Months, although extraordinary meetings may be held more frequently at the request of the Chair or The Cotteridge Church JCC.

A meeting of the Finance, Property and Management 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.

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

## Articles of Commission Property and Management

At the first meeting of the Finance, Property and Management Committee a Secretary should be selected by majority vote of the members present and will be subject to re-election each year beginning on the anniversary of the first meeting.

The Chair is responsible to ensure that:

- The Finance, Property and Management meets the objectives of its commission.
- An agenda for each meeting of the Finance, Property and Management Committee is set and distributed at least one week before the date of the meeting.
- Membership periods are allocated for all initial members.
- A Report is provided to the Cotteridge Church JCC after each 2-monthly meeting on the status of the objectives of the Finance, Property and Management 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 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 Property and Management Committee for discussion at a meeting of Property and Management Committee at least one week before the date of the meeting.
- Minutes are taken of all Property and Management Committee meetings, which are then distributed to the meeting's members and a copy deposited with the Secretary of The Cotteridge Church Joint Church Council.

### Finance

The Property and Management Committee is authorized to spend up to £2500 for individual projects, on behalf of The Cotteridge Church JCC in pursuit of its objective without recourse to the JCC for approval.

This Commission is authorised by:

<Add Name of Current JCC Chairperson>  
Chair of the Cotteridge Church Joint Church Council

On <Date of Commission in dd mmmmmmm yyyy format i.e. 9<sup>th</sup> December 2014)