

Constitution of the Centre Management Committee for St Anne's Community Centre

Preamble

A team of volunteers will manage the Centre as a sub-group of St Anne's Pastoral Parish Council (PPC), so relieving the Parish Priest and Parish Assistant of that administrative burden. This team will be called the Centre Management Committee (CMC)

The CMC will work as a formally established sub-group of the PPC. It will operate within an agreed constitution that balances the necessary scope for agency and innovation to realise the full potential of the Centre, with the need for clear reporting lines to the PPC, and so to the Parish Priest*.

The staged establishment of the CMC is to be brought about through a series of well-defined and progressive stages. These start with a "familiarisation" period of a month, and then a "consolidation" period for the rest of the first year, leading into a stable, medium to long term arrangement. These steps are described in Appendix A but, as matters arise, the CMC will work flexibly with the PPC to address any emerging issues.

* **Please note: according to Canon Law, responsibility for all parish buildings and finances ultimately lies with the Parish Priest. ^a**

^a *As the legal representative of the parish in canon and English law, the Parish Priest must ensure that the temporal goods of the parish are administered in accordance with canons 1281-1288 and, without prejudice to canon 22, any relevant civil legislation currently in force in England & Wales, together with any oath which he has sworn upon appointment concerning the administration of the temporal goods of the Church:*

https://assets-global.website-files.com/61df3495e44404b7fc6bfd8d/62054fc42cd4aa0b3e30c79c_02_parishadministration_2019_1.pdf

Organisational position of the CMC

1) The Centre Management Committee (CMC) is a sub-group of Pastoral Parish Council.

Role

2) The role of the CMC is:

- a. To organise and provide the day-to-day management of St Anne's Community Centre, including handling bookings, liaison with users, taking payment from users¹ and organising minor maintenance;
- b. To ensure that the facilities of the Centre provide social benefit to the activities of St Anne's RC Parish;
- c. To enable St Anne's RC Parish to better serve the wider community in Buxton and beyond as part of our Parish mission and witness, by providing a community facility;
- d. To create and agree a rolling three-year strategy each year with the PPC;
- e. To actively market the Centre's facilities to attract prospective users;
- f. To build partnerships with other local groups where there is perceived benefit in working together;
- g. To proactively manage the range and scope of the activities taking place in the Centre's facilities, whilst ensuring that users activities are not offensive to the teaching of the Catholic Church;
- h. To monitor the finances of the Centre² in order to ensure, as far as is practicable, that a positive net surplus is generated each year;
- i. To proactively maintain and enhance the Centre's facilities, whether through grants³, donations, or the re-investment of surpluses⁴;
- j. To recommend to the PPC, Centre managerial / operational staff appointments funded within Centre-generated surpluses, and to manage such appointees appropriately⁵;
- k. To undertake any functions or activities not specified above, but necessary for their discharge.

¹ For this the CMC will need to be given some financial authorisations and will follow any financial report mechanism established by the Parish Accountant

² To fulfil this role the CMC will need appropriate and timely access to on-going financial information concerning the Centre.

³ Any grant applications will require NRCDT approval owing to possible liabilities. This will be obtained by the CMC via the PPC.

⁴ Any scheme of expenditure that exceeds £5k including VAT will require NRCDT approval. This will be obtained by the CMC via the PPC.

⁵ If staff are employed to work in the Centre they will have to be employed by the parish (diocese) in the usual way. The CMC as a sub-committee of the PPC can deal with the day-to-day liaison although any advertisements, job descriptions, contracts, holiday entitlements, salary etc. will have to be agreed with NRCDT's human resources person.

Composition

- 3) The composition of the CMC will be as follows:
- a. The proposed CMC will comprise a core of 'foundation' volunteers', endorsed by the PPC with a range of complementary skills and perspectives, with other appointees as necessary.
 - b. A member of the PPC will act as a point of contact between the CMC and PPC. Communication will be directed through the PPC email address: stannesppc@outlook.com.
 - c. The CMC membership will have a majority of practicing Catholics, but can include others with appropriate skills and enthusiasm.
 - d. Membership of the CMC will be decided by the CMC themselves in accordance with the above, and they will ensure a succession plan for their membership.
 - e. A range of volunteers will be sought to work with and report to the CMC, for example individuals with social-media skills to support the internet marketing of the Centre. Any parishioners will be free to volunteer.
 - f. The Chair and Deputy-Chair of the CMC will be elected from within membership of the CMC every two years.
 - g. The individuals taking up the various roles are given in Appendix B.

Procedures

- 4) The procedures followed by the CMC will be as follows:
- a. The CMC will meet formally at least quarterly, and any decisions taken will be minuted and submitted to the PPC quarterly.
 - b. Voting, if necessary, will be by a simple majority with the Chair (or deputy if acting for the Chair) holding a casting vote.
 - c. The CMC will agree a rolling three-year strategy and annual business plan with the PPC, within which the CMC will have a general capacity to act on behalf of the PPC. Progress reports will be submitted periodically – quarterly in the “consolidation period” (the first year) and at an agreed interval thereafter. Elements of the strategy identified as having more strategic and enduring consequences will be submitted to the PPC for approval; similarly with proposals to vary the agreed strategy. The strategy and business plan will be updated and agreed with the PPC every year on a rolling basis.
 - d. For urgent matters, the CMC Chair can take executive actions within the scope of the agreed strategy and report these at the next meeting of the CMC.
 - e. The PPC and NRC DT may terminate this arrangement on 12 months' notice, eg in the case of significant financial losses. The PCC and NRC DT may terminate this arrangement with immediate effect if there is a serious breach, such as financial irregularities, hosting events that are offensive to the teachings of the Catholic Church, or there ceases to be a viable CMC. Notice to be in writing to the Chair of the CMC, St Anne's Community Centre, Buxton.

- f. The CMC Constitution, members, Strategy and Minutes will be made freely available to parishioners on the Parish website (subject to redactions of minutes considered to be confidential) .

Parish Use of the Centre

The Parish will continue its free use of the Centre for its normal planned activities, e.g. 1st Communion and Confirmation Candidates' preparation etc. These activities will be scheduled well in advance via the Centre Booking System. Other regular events such as Sunday coffee mornings and occasional Parish 'socials' will again be booked as soon as their organiser(s) have identified a date. Bookings by the Parish and Centre users will be on a 'first come-first served' basis. If the Parish needs urgent access for a time already pre-booked by an external user, compensation may be required for that user's loss of facilities.

Appendix A: Implementation stages for the establishment of the CMC

The staged establishment of the CMC is to be brought about through a series of well-defined and progressive stages. These start with a “familiarisation” period of a month, and then a “consolidation” period for the rest of the first year, leading into a stable, medium to long term arrangement. These steps are described below but, as matters arise, the CMC will work flexibly with the PPC to address any emerging issues.

Familiarisation Period

After the formal establishment of the CMC, there will of necessity be a short familiarisation period of one month, starting 1 December 2022, where existing Parish employees (particularly the Parish Assistant) and volunteers dealing with Centre-user tasks 'train' CMC members regarding all details of Centre bookings and user aspects to be transferred over. CMC members will help with the day-to-day management of the Centre alongside the current volunteers. At the end of this 'familiarisation period', user-orientated Centre roles will transfer to CMC members.

During the familiarisation period:

- a) CMC members (and others helping) will be recognised as Parish volunteers, so having full Diocesan insurance cover.
- b) The parish/diocese will satisfy itself that it has met its duty to ensure the volunteers are capable and experienced to carry out the tasks they are performing, and are doing so in a safe environment.
- c) At the end of the 'familiarisation period', documentation relevant to Centre management, e.g. Health & Safety, and the various forms and details on the 'Community Centre Bookings' webpage, will have been transferred to the CMC.
- d) A Centre financial system will be set up and run as a transparent 'cost-centre' within the Parish accounts.
- e) The planned actions for the first year will be developed and agreed with PPC.

'Consolidation' Period

During this year, commencing 1 January 2023, The CMC will take on the user-orientated aspects of the Centre management and work on the agreed action list, possible examples being:

- a) The CMC will begin actively market the Centre e.g. press releases, etc.
- b) The CMC will explore 'partnering' with local entities e.g. Connex Community Support (a Centre user), Zink Employability, Buxton Town Team and the Serpentine Community Garden Project.
- c) Grant applications for enhancements of the facilities or the activities will be considered by the CMC if available.

At the end of the year, a three-year strategy will be created in the light of the more solid data then available. By this point the current and potential levels of usage, and the financial implications of these, should be clearer. This will scale the appropriate

level of ambition of the revised strategy. Alongside the strategy a business plan for the coming year will be created. Both will be discussed and agreed with the PPC.

Medium to long term

This will involve the CMC implementing the strategy agreed with the PPC. Over and above everyday management and the continuance of new and successful activities from the first year, it is anticipated that more expansive initiatives will be pursued. These could be, as examples, activities promoting the arts and wellbeing; a 'Community Cafe' specifically focusing on employment of young adults with special needs, enabled by grant-support; and, a 'Community Garden'.

And beyond ...

The arrangements set out above are designed to provide enough stability for medium term initiatives to be taken, whilst being flexible enough to accommodate unforeseen challenges or opportunities into the longer term.

Appendix B:

Allocated roles to members of the CMC at 1 December 2022

The members of the CMC at its establishment are to take up the various primary roles as set out below. However, they will work as a team to provide back up as required if availability or skills need to be augmented. It is also anticipated that the fine-grain allocation may vary as the detail is worked through in the “familiarisation period”.

Duties	Primary responsibility
<p>Bookings (Duties):</p> <ul style="list-style-type: none"> • Take enquiries through email/phone calls/personal contact for current & prospective users • Maintain the online bookings system with scheduling and information for each event • Maintain the webpage information • Balance the needs of each user group for the Hall as a multipurpose building • Show people around for potential bookings and answer queries • Ensure appropriate hire agreements, tailored to the specifics of the Centre, but that mirror current Diocesan pro-formas, are completed for all bookings • Confirm details and requirements before the event to ensure they run smoothly • Communicate between different user groups • Manage storage and other potentially conflicting needs of different users. • Respond to user issues as notified, sometimes at immediate/short notice 	Sue Hardman
<p>Finance (Duties):</p> <ul style="list-style-type: none"> • Prepare invoices for users and ensure payments are made on time • Banking income from cash/cheque • Manage bills and expenses including looking for cost efficiencies where possible (noting that insurance and utilities cannot be moved to other providers owing to diocesan arrangements) 	Marion Redman
<p>Health & Safety</p> <ul style="list-style-type: none"> • Meet occasional users to ensure knowledge of building and room, and H&S procedures. • Attend on the start date of recurring bookings to organise access, health and safety briefing including fire alarm, location of emergency exits, first aid box and accident book • Carry out risk assessments for the building to ensure compliance with latest legislation, insurance/diocesan requirements and mitigating risk where it cannot be eliminated: <ul style="list-style-type: none"> - To include fire risk assessment review - To include legionella testing of water in accordance with diocesan guidelines - To include statutory checks such as annual gas safe, portable appliance testing, 5 yearly fixed wire electrical testing, etc – as per latest diocesan guidance • RIDDOR reporting (reporting of injuries, diseases and dangerous occurrences) if an incident occurs at the centre and the injured person is taken directly to hospital for treatment (by whatever means), it is reportable and the diocese must receive a copy of the RIDDOR report for onward forwarding to the insurers and reporting to the diocesan H&S Committee. • Create, maintain and update any other health & safety procedures to ensure compliance with latest legislation • Conduct regular health and safety checks • Keep a record of all user groups’ policies and ensure compliance 	John Cassidy

<p><u>Maintenance:</u></p> <ul style="list-style-type: none"> • Update heating settings based on usage and manage other utilities • Undertake or arrange for general maintenance to be carried out, including repairs or upkeep • To adhere to diocesan insurance requirements about contractors holding the necessary levels of insurance and providing written evidence of same (currently dangerous work £5m PLI, normal work £1m PLI) • Respond to maintenance issues as notified by users, sometimes at immediately/short notice • Carry out minor repairs and maintenance • To adhere to diocesan insurance requirements about volunteers not carrying out dangerous works (work on roofs, work on utilities, work involving heat) • Manage facilities and equipment including re-stocking of sundries 	Bruce Thomson / Clare O'Neill
<p><u>Grants</u></p> <ul style="list-style-type: none"> • Finding grant opportunities • Preparing grant applications • Ensuring successful grants are properly expended 	Bruce Thomson
<p><u>Cleaning:</u></p> <ul style="list-style-type: none"> • Oversee cleaner and arrange cleaning supplies (when necessary) 	Clare O'Neill
<p><u>Out of Hours:</u></p> <ul style="list-style-type: none"> • Attend the centre in an emergency 	John Cassidy, plus cascade