

St Anne's Community Centre Management Committee Constitution

Preamble

St Anne's Community Centre Management Committee (CMC) comprises a team of volunteers who manage the Centre as a sub-group of St Anne's Pastoral Parish Council (PPC) through undertaking various responsibilities (bookings, invoicing, maintenance, health & safety, financial oversight: Annex). It is ultimately responsible to the Parish Priest¹.

Role

The CMC's role is to:

1. 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.
2. Provide the day-to-day management of St Anne's Community Centre in accord with Nottingham RC Diocese requirements by liaising with Centre users, the Parish Office and the PPC as required.
3. Agree an overall strategy with the PPC and revise it as required;
4. Optimise use of the Centre;
5. Monitor Centre financial information to ensure, as far as is practicable, a net yearly surplus results;
6. Maintain and enhance the Centre's facilities e.g. through grants², donations, or the re-investment of surpluses³;
7. Recommend Centre managerial/operational staff appointments to the PPC, funded within Centre-generated surpluses, and to manage such appointees appropriately⁴.

Composition, Communication & Membership

1. The CMC comprises volunteers with appropriate skill, endorsed by the PPC, the majority of whom will be practicing Catholics.
2. The volunteers arrange Annex roles between themselves. Volunteers will be sought to assist the CMC where practicable.
3. Communication between the PPC and CMC will normally be by email. Membership of the CMC will be decided by the CMC; they will ensure a succession plan for their membership.
4. The Chair of the CMC will normally be elected from within the CMC every two years. If the Chair is absent at a CMC Meeting, those present will elect a Chair for that meeting.

¹ According to Canon Law, responsibility for all parish buildings and finances ultimately lies with the Parish Priest

² Grants require NRCDT approval owing to possible liabilities. This will be obtained via the PPC.

³ Any scheme of expenditure that exceeds £5k including VAT requires NRCDT approval.

⁴ Any staff for the Centre are employed by the Diocese. The CMC undertakes day-to-day liaison.

Procedures

Procedures followed by the CMC will be as follows:

1. The CMC will meet formally at least twice a year. Any decisions will be recorded and submitted to the PPC.
2. Voting is by simple majority. The Chair (or acting Chair) holds a casting vote. The CMC is quorate 50% or more of CMC members are present.
3. The CMC will agree an overall strategy/business/marketing plan with the PPC, reviewing and revising as required.
4. The CMC will present an annual budget, reporting progress biannually.
5. For urgent matters, the CMC Chair can take executive actions and will report these to CMC members.
6. The PPC and NRCDT may terminate this arrangement on 12 months' notice - or with immediate effect if there ceases to be a viable CMC or there is a serious breach e.g. financial irregularities, hosting events offensive to the teachings of the Catholic Church. Notice will be in writing to the CMC Chair, St Anne's Community Centre, Buxton.

Parish Use of the Centre

The Parish will continue its free use of the Centre. Bookings by the Parish and Centre users is 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.

Signed: AGREED Fr Gerry Murphy, Parish Priest

Date: 26 June 2025

Annex

The members of the CMC decide among themselves how the tasks of the roles below will be managed and will work as a team to provide back up as required if availability or skills need to be addressed

<u>Bookings (Tasks):</u> • Take enquiries through website enquiry/email/phone calls/personal contact for current & prospective users • Inform users of Diocese Public Liability Insurance (PLI) requirements and keep a record of all user groups' PLI certificates/policies • Ensure those booking accept the Centre's Terms & Conditions in writing via a hire agreement • Update the online bookings system through online scheduling of each new booking • Confirm details and requirements before the event to ensure they run smoothly • Prepare and send user invoices • Show people around for potential bookings and answer queries • Meet new/occasional users to explain the Centre's facilities and H&S procedures: fire alarm system, location of fire alarms, emergency exits, evacuation assembly point, first aid box and accident book. • Update heating settings based on usage (HIVE app available) • Balance the needs of each user group for the Centre as a multipurpose building • Communicate between different user groups, as required, managing storage and other needs • Respond to user issues as notified
<u>Finance (Duties):</u> • Liaise with the Parish Office to reconcile Centre annual expenditure and income on a cash and maintain a parallel accruals financial management system • Banking income from cash/cheque • Manage bills and expenses, looking for cost efficiencies outside of Diocese utilities contracts. • Prepare an annual budget, reporting progress to the CMC/PPC biannually
<u>Health & Safety (H&S)</u> • Periodically check and implement H&S requirements in the online Diocese Safety Tool Box, uploading reports/certificates e.g. risk assessments, as required • If required, complete a RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences) report form if a person is injured at the Centre and taken directly to hospital. Copies go to: the Diocese (Property Office) and Pastoral Parish Council (PPC) • Liaise with authorised persons and those undertaking periodic statutory checks e.g. Diocese Health & Safety and Buildings inspection, annual gas safe inspection, portable appliance testing (PAT), 5 yearly fixed wire electrical testing, 5 yearly Fire Escape inspection, biannual Fire System servicing • Carry out Diocese-required annual Health & Safety risk assessment and liaise as needed on other testing, servicing, and inspections: Emergency Lighting, Fire Alarms & Sensors System, Fire Extinguishers, Gas Safe servicing/inspection, Portable Appliance Testing (PAT), Quinquennial Fixed Electrical Wire testing, Dioceses Quinquennial Fire Escape inspection, Diocese Quinquennial Building inspection • Act on findings to mitigate risk and conduct regular health and safety checks. • Periodically review Parish/CMC decision not to do legionella testing of water (frequency of tap use)
<u>Maintenance:</u> • Arrange for general maintenance to be carried out, including repairs or upkeep • When contracting work, ensure compliance with Diocese Public Liability Insurance (PLI) [currently (2025) £5m PLI for dangerous work, work on utilities (gas, water and electricity systems) and £1m PLI for other work] • Respond to maintenance issues as notified

• Carry out minor repairs and maintenance, using volunteer help, if possible. • Ensure volunteers doing any Centre DIY work comply with Diocese requirements - currently (2025) no dangerous works or work on roofs, utilities, or involving heat • Check facilities and equipment periodically • Liaise as required regarding regular statutory checks and inspections: Emergency Lighting, Fire Alarms & Sensors System, Fire Extinguishers, Gas Safe servicing/inspection, Portable Appliance Testing (PAT), Quinquennial fixed wire electrical testing, Quinquennial Fire Escape inspection, Diocese Quinquennial Building inspection • Upload reports/certificates to the Diocese Safety Tool Box e.g. inspections, surveys
• <u>Cleaning:</u> • Oversee cleaner who also arranges cleaning supplies and re-stocking of sundries
<u>Out of Hours:</u> • Attend the Centre in an emergency