

**Wimbledon Team Parish Statement of delegated authority:** under the Church Representation Rules ('Rules') the PCC may delegate one or more of its functions to the District Church Councils (DCCs) in the Wimbledon Team Parish (previously DCCs in Wimbledon Team Parish were called church committees).

**Matters reserved to the legal entity of Wimbledon Team Parish and its PCC**

It is only the PCC, as it has legal responsibility on behalf of the legal entity that is the Wimbledon Team Parish ('Parish'), that can:

- 1- Approve faculty applications for submission to the Diocese
- 2- Approve employment contracts
- 3- Approve Parish policies and amendments to them. Key Parish policies relate to: safeguarding; health and safety matters; employment pay and increments; and financial accounting and record keeping
- 4- Produce and approve financial statements of the Parish: as required by M35 (5) of the Rules.
- 5- Approve the annual budget submitted by each church's DCC and any supplemental amendment to the original budget.
- 6- Approve the Parish budget
- 7- Action certain items that are expressly reserved to a PCC by legislation or Church of England regulation, such as matters relating to patronage

**Property:** The Diocesan Board of Finance is the owner of the church property in the Parish as custodian trustees on the PCC's behalf. Therefore the PCC is specifically responsible for the maintenance of the four churches in the Parish (St Mary's, St John's, St Matthew's and St Mark's), associated church buildings, churchyards and associated church hall(s) and the legal responsibility for matters relating to the management of that property is with the PCC. This means that the PCC and the Parish Wardens are responsible for the maintenance of, and financial matters relating to clergy housing within the Parish. The Parish Rectory is owned outright (and not as custodian trustee) by the Diocese of Southwark and the diocese is responsible for its upkeep. The PCC has no role in relation to the rectory. The clergy and Parish are responsible for the decoration, fixtures and fittings of the Parish's vicarages on the same basis as clergy in Diocesan property.

**Financial Governance:** to support the PCC in its legal responsibility to produce and approve financial statements of the Parish, each District Church Council shall ensure that:

- i- the financial book-keeping of the associated church is maintained in such a way that it does not hinder the production of financial statements at reasonable notice;
- ii- it prepares and submits to the PCC a budget annually which is balanced in respect of unrestricted funds (and also includes restricted funds); or gives an explanation of why the budget does not balance and the plans to remedy this;
- iii- the associated church's treasurer reports at least quarterly to the Parish Treasurer on financial performance, and explains any divergences from approved budget; and
- iv- the associated church's treasurer produces forecasts of its financial performance of at least 6 months forward when reasonably required for budgeting and audit purposes, based on current and past performance, allowing the PCC and Parish Treasurer to be sufficiently informed to take action should that be necessary to avoid a situation where there is a risk of default.

The PCC has the right to request that the Parish Treasurer take such action as circumstances may require if there appears to be a matter which places the Parish at risk of financial default. Note: There is an expectation of consultation with the associated churches before the PCC commits to significant expenditure that is not in any budget.

**Execution of documents:** whenever a course of action is approved by the PCC, the minute noting the approval of that course of action should also note i) whether a document in relation to that course of action has been approved, ii) if a document has been approved, the minute should note to whom authority to sign the document has been delegated (usually a PCC member from the church involved), and iii) if the related document has not yet been finalised / approved, to whom the authority to finalise and approve the document and sign the document has been given. If the minutes are silent, the authority to sign the applicable document(s) shall be delegated to the PCC member(s) from the church involved.

**The Wimbledon Team PCC and the Wimbledon Team Parish wardens delegate authority to each of the individual district church councils and their local churchwardens (referred to in the Southwark diocese and the Rules as deputy wardens) and treasurers in respect of:**

- a. the associated church building, churchyard and associated church hall(s) and, in the case of St Mary's church, the St Mary's field, and, in the case of St Mark's church, St Mark's car park and the Galustian gardens, the powers and functions relating to the maintenance of, expenditure on, and income relating to their fabric (noting that all applications for a faculty must be approved by the PCC) and services and other non-fabric items necessary for their running
- b. Operation of employment contracts for employees working for the associated church eg performance appraisals, serving notice, furloughing
- c. Daily operation of the associated church within the guidelines of applicable Diocesan or Parish policies

If a document is required to be signed in relation to any of the above items delegated to an individual church, its district church council or wardens then the authority to sign that document is delegated to a PCC member from the church involved.

Any amendments to this statement can be proposed by the PCC but amendments need to be approved by the next APCM before coming into effect.

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Background notes:

- 1- 'Governance' is about having as simple a framework as possible, so the right information is put before the right people (aiming for a cognitively diverse and demographically representative group) to give them the best chance of making a good decision. It is about who decides what, when and on what basis. This usually entails decisions being made as near to the action as practical (while ensuring there is no conflict of interest), with structured informing and consulting of others to support that decision-making.
- 2- The legal entity is the Wimbledon Team Parish. This means that it does have to be the authorised representatives of the PCC (usually the Parish wardens, though in circumstances relating to a specific church the church wardens of that church) that sign certain documents.
- 3- It is recognised that there may well be instances where decisions need to be taken between scheduled meetings of the PCC (particularly in relation to financial matters such as approving a supplemental amendment to a budget). In such cases either the standing committee of the PCC may take the decision and report accordingly to the next PCC meeting or the chair of the PCC may use the 'business by correspondence' rule M29 and circulate the proposal which shall be considered approved unless objected to under that rule.
- 4- If the purpose of the Parish to support each of the four churches serve God in its area, with and through the people of its congregation, then the proposed governance framework is designed to support that and to support those who are legally responsible for the activities in the Parish to discharge their legal obligations.