

These notes form part of the minutes

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF
ST MARY THE VIRGIN, ROSS-ON-WYE**

'ROSS SPIRE IN PERIL' FUNDRAISING COMMITTEE

By a resolution passed on 17th March 2026, the Parochial Church Council of the Ecclesiastical Parish of St Mary the Virgin, Ross-on-Wye appointed a committee known as the 'Ross Spire in Peril' Fundraising Committee. At the same time, that council approved and adopted the following terms of reference for that committee.

Terms of Reference

1. Membership

The committee shall have a minimum of three members. At all times, no fewer than two of the committee members must be members of the PCC. The initial committee members shall be appointed by the PCC. Thereafter, committee members shall be appointed by the PCC in consultation with the committee chair. The PCC may also remove committee members.

The Rector is entitled to be an ex officio member of the committee.

All committee members must confirm they have read the Code of Fundraising Practice issued by the Fundraising Regulator (<https://www.fundraisingregulator.org.uk/code>) before attending their first meeting.

2. Chair

The PCC shall appoint a committee member (who must be a member of the PCC) to act as chair of the committee. In the absence of the committee chair or if the committee chair is not willing and able to chair the meeting within ten minutes from the time that the meeting is due to start, the remaining committee members present may decide which one of them is to chair the meeting.

3. Secretary and minutes

The committee may appoint a committee member as secretary; if it does not do so, it must appoint some other fit person. In the absence of the secretary or if the secretary is not willing and able to act as secretary, the committee members present shall elect one of themselves or such other person as they decide to act as secretary to the meeting.

At each meeting the secretary to that meeting shall minute the proceedings and decisions of that meeting, including recording the names of those present and in attendance, and shall also keep a record of the information reported to the committee at or for that meeting. Minutes of meetings shall be circulated promptly to all committee members and, once approved, to the secretary of the PCC for distribution to the PCC.

4. Meetings

The committee can decide when and where to have meetings. Only committee members shall have the right to attend meetings; the committee may, however, invite such other persons to attend for all or any part of any meeting.

5. Notice of meetings

A meeting can be called by the committee chair or by the secretary. The secretary will give notice of a meeting to each committee member at least five clear days before the meeting; it shall confirm the venue, time and date of the meeting and be accompanied by an agenda and any supporting papers. The notice, agenda and relevant supporting papers shall also be sent to any other person invited to attend the meeting.

6. Quorum

Meetings must be quorate. The quorum for any meeting shall consist of one-third of the committee members, rounded up to the next whole number, with a minimum of three committee members needing to be present.

For so long as the quorum requirement amounts to three committee members, at least one of the committee members present must be a member of the PCC. Where, however, the quorum requirement amounts to four or more committee members, at least two of the committee members present must be members of the PCC.

A committee member shall not be counted in the quorum when any decision is made about a matter upon which that committee member has a personal interest - see paragraph 7.

7. Voting at meetings

Matters to be decided at a meeting shall be decided by a majority vote. Where the votes are equal, the chair of the meeting will, in the absence of having a personal interest, have a casting vote.

If a committee member has, directly or indirectly, a personal interest in the matter to be decided, that committee member should declare it at the start of the meeting and shall not be permitted to vote on that matter.

8. Duties

Having regard to the Code of Fundraising Practice issued by the Fundraising Regulator (see paragraph 1), the committee shall in respect of the Project:

- develop a fundraising strategy (covering both grant fundraising and community fundraising/individual giving) and oversee its implementation via an action plan;
- make, or procure the making of, such grant applications as it considers appropriate;
- monitor progress against the plan, updating it where necessary;
- contribute knowledge and experience of fundraising issues as required;
- develop communications materials when required;
- report regularly to the PCC on progress towards achieving any fundraising target (including pipeline and confirmed income); and
- coordinate fundraising events and appeals, including coordinating volunteers delegated to organise individual activities.

All donations received by the committee in connection with the Project shall be passed to the PCC to be managed as a restricted fund within the PCC's general bank account. A representative of the committee shall liaise with the PCC's treasurer so as to enable the PCC's treasurer to recover, where appropriate, Gift Aid on donations made to the committee in connection with the Project.

All grants as applied for, and the results of the application process, must be reported by the committee to the PCC at a PCC meeting.

9. Authority and resources

The committee is authorised:

- to regulate its proceedings as it thinks fit, subject to the provisions of these terms of reference; and
- to do any act or thing as it decides is necessary or expedient in connection with its duties (but the PCC will be responsible for entering into any contractual relationships connected with or resulting from the committee's activities, subject to faculty and other consents).

Authority from the PCC (or its Standing Committee) must be granted before any monies are spent.

The committee shall not have any powers to take on debt.

The committee shall have access to any professional fundraiser appointed by the PCC from time to time for advice and assistance as required. For the avoidance of doubt though, it is the PCC, not the committee, that shall be responsible for complying with all requirements imposed on the PCC in respect of any professional fundraiser appointed from time to time, including, but not limited to, those requirements under Part II of the Charities Act 1992, The Charitable Institutions (Fund-Raising) Regulations 1994 and the Code of Fundraising Practice issued by the Fundraising Regulator.

10. Reporting

The chair of each meeting shall report to the PCC on the committee's proceedings after each meeting.

11. Winding up

The committee will be wound up on completion of the Project. The PCC may, however, wind up the committee earlier by serving a minimum of three months' notice on the committee members.

12. Meaning of 'Project' and words in the singular etc.

In these terms of reference **Project** means the raising of such funds for such preservation, restoration, improvement and/or development works of, in or at the church building (including its fixtures and fittings) and churchyard at St Mary the Virgin, Ross-on-Wye as the PCC may specify (both as to the amount and the works) to the committee from time to time in writing.

In these terms of reference, the singular includes the plural, and the other way around.

NOTES

The Council noted Rule M32 of the Church Representation Rules and that members of a committee appointed under this rule could include persons who are not members of the Council. The Council then appointed, pursuant to that rule, a committee known as the 'Ross Spire in Peril' Fundraising Committee, and then approved and adopted terms of reference for that committee in the form produced to the meeting (above).

In relation to the terms of reference, the PCC specifically noted the following:

- the committee is to have a minimum of three members, and at all times no fewer than two of the members have to be members of the PCC - paragraph 1 (*Membership*);
- the initial committee members are to be appointed by the PCC - paragraph 1 (*Membership*);

- the chair of the committee is to be appointed by the PCC, with the appointee being a member of the PCC - paragraph 2 (*Chair*)
- the secretary to the committee may be appointed by the PCC - paragraph 3 (*Secretary and minutes*)
- the quorum for committee meetings is to be one-third of the committee members, with a minimum of three committee members needing to be present - for so long as the quorum requirement is three committee members, at least one of the committee members present must be a member of the Council - where, however, the quorum requirement is four or more committee members, at least two of the committee members present must be members of the PCC - paragraph 6 (*Quorum*);
- matters to be decided at a meeting are to be decided by a majority vote with the chair of the meeting generally having a casting vote where votes are equal - this means that the Council representatives on the committee could be outvoted (which was regarded as acceptable in view of the identity and suitability of each of the persons appointed as committee members, the limited nature of the committee's activities and that it is the PCC that will be responsible for entering into any contractual relationships connected with or resulting from the committee's activities, subject to faculty and other consents) - paragraph 7 (*Voting at meetings*) and paragraph 9 (*Authority and resources*);
- the fundraising and other duties of the committee - paragraph 8 (*Duties*);
- the need for the PCC to inform the committee in writing from time to time of (i) the specific preservation, restoration, improvement and/or development works to be undertaken at St Mary's in respect of which the PCC would like the committee to assist with fundraising and (ii) the specific associated fundraising target required - paragraph 12 (*Meaning of Project and words in the singular etc.*);
- donations received by the committee are to be passed to the PCC to be managed as a restricted fund within the PCC's general bank account - paragraph 8 (*Duties*);
- the committee will not have a treasurer but a representative of the committee is to liaise with Roy Milnes, the PCC's treasurer or his successor, so as to enable him to recover, where appropriate, Gift Aid on donations made to the committee - paragraph 8 (*Duties*);
- the PCC will be responsible for entering into any contractual relationships connected with or resulting from the committee's activities, subject to faculty and other consents - paragraph 9 (*Authority and resources*);
- prior authority is needed from the PCC (or its standing committee) before any monies can be spent by the committee on obtaining outside legal or other professional advice on any matters within the terms of reference - paragraph 9 (*Authority and resources*);
- the committee does not have any power to take on debt - paragraph 9 (*Authority and resources*);
- the committee is to have access to any professional fundraiser appointed by the Council from time to time for advice and assistance as required - however, it is the Council, not the committee, that is to be responsible for complying with all requirements imposed on it in respect of any professional fundraiser appointed from time to time, including, but not limited to, those requirements under Part II of the Charities Act 1992, The Charitable Institutions (Fund-Raising) Regulations 1994 and the Code of Fundraising Practice issued by the Fundraising Regulator - paragraph 9 (*Authority and resources*);
- the committee's reporting requirements - paragraph 10 (*Reporting*); and
- the requirement for the Council to wind up the committee when the fundraising project has been completed - the Council can also wind up the committee earlier by giving notice - paragraph 11 (*Winding up*).