WESLEYS CATERING COMMITTEE

TERMS OF REFERENCE

Purpose and overall aim:

To oversee the smooth and effective running of Wesleys Café as part of the work of service and mission of Baildon Methodist Church to the wider community.

I. Nature of the Committee:

2a) The Committee is a Committee of Wesleys Community Baildon Limited (WCBL).

2b) WCBL is established and accountable to Baildon Methodist Church through the Church Council, in accordance with the Memorandum and Articles of the Company.

2c) Regular reports shall be presented from Wesleys Catering Committee to WCBL. The Church Council shall be the final arbiter in any matters of dispute.

3) Membership:

3a) The Committee shall be made up of no less than 5 and no more than 9 members who shall be appointed by the Church Council, on the recommendation of the Wesley Catering Committee or the Leadership Team.

3b) The majority of members of the Committee shall be Church Members at Baildon Methodist Church and others may be drawn from the wider community and volunteer team, as deemed appropriate by the Committee.

3c) Wesleys Catering Committee will advise WCBL to appoint such officers as are felt appropriate including (as a minimum) a Chair or Co-Chairs; a Secretary / Minute-taker; and a Treasurer.

3d) The Church Treasurer shall be invited to attend all meetings of this Committee.

3e) The paid staff may have one representative on the Committee.

4. Objectives in relation to the current operation of the Café:

4a) To ensure that Wesleys Café is appropriately staffed, by both paid employees and volunteers, and to consider the best ways of deploying the staff and volunteers for regular opening hours and special events.

4b) To review (at least annually) the produce sold in the café, taking into account the priority to provide a community service, and also to cover running costs and contribute to the church budget.
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4c) To discuss and agree any significant proposed changes to the menu-offer (smaller changes to be determined by the staff in consultation with one of the Chairs).

4d) To review (at least annually) opening hours and to seek to extend these where there is a demand/need that can be met.

4e) To consider from time to time the need for any training, acknowledgement, or reward for volunteers.

4f) To arrange for the Chair (or one of the Co-Chairs) to act as line-manager to the paid staff members; ensuring that regular meetings are held to listen to and respond to staff needs and concerns; and that an annual appraisal meeting is held with all paid staff to discuss any training and development needs (in accordance with the appraisal policy of the Methodist Church) and that the outcome of the appraisals are reported to the Committee. The Committee may also feel it appropriate to arrange for a mentor/support person (not necessarily a member of the Committee) for the paid staff.

4g) To be concerned for the welfare of paid staff, volunteers, and customers; especially their safety – reviewing and ensuring the church’s lone-working policy is implemented; and applying the food safety standards, church’s safeguarding policies. All paid staff should have an up-to-date DBS check.

4h) To review and advise the Resources Committee about any changes needed to staff terms and conditions and, if necessary, act as the first line of responsibility in dealing with any complaints; disciplinary issues; or recruitment of new staff. (In most such cases, the actions of the Wesleys Café Committee in such matters should be reported to WCBL and Resources Committee for a final decision.)

4i) To receive monthly financial reports about the income and expenditure, and bank reconciliation for Wesleys Café.

4j) To discuss and respond to any requests from WCBL, the Church Council, Leadership Team, Resources Committee, or any other Committee of Baildon Methodist Church.

4k) To consider and agree appropriate action to advertise and promote the services provided by Wesleys Café, and to ensure it meets local needs and interests.

4l) To continually seek ways to make Wesleys Café even more welcoming and attractive – a place of friendliness, care, and concern, where people experience the love of God.
5. **Objectives in relation to the Church’s Building Improvement Plans (The BIG Project).**

5a) To discuss and represent the views of Wesleys Café staff, customers, and volunteers, (consulting and surveying as necessary), about proposed building works which will impact on Wesleys Café in both the short and long term – providing input into the decision-making of the BIG team on these matters.

5b) To embrace change where this will lead to improvements and potentially positive developments in our service to the community.

6. **Financial decision-making.**

6a) The Committee shall determine the need to spend money on the purchase of one-off, non-recurring items of catering equipment or furnishings for the café without seeking approval from other bodies, to a maximum of £250 for any item and to a total maximum of £1000 within any financial year. In the event of there being a need to spend more than these maximum amount, on an urgent basis, then the Chair of Wesleys Catering Committee will seek approval for such expenditure from the Chair of WCBL.

6b) For non-urgent expenditure which is over and above the levels in 6a), the Committee shall make recommendations to WCBL and, where necessary, WCBL will negotiate with the Church Resources Committee before confirming such expenditure can go ahead.

6c) The Committee shall apply for external funding for small-scale improvements to the Café, or for operational expenditure, as appropriate. (Larger scale fund-raising should be discussed with the BIG Team).

7. **Representation and Reporting from Wesleys Café Committee to other bodies:**

7a) Wesleys Catering Committee is entitled to have two representatives on WCBL. The Catering Committee should have a representative on the BIG Team.

7b) Reports from Wesleys Catering Committee shall be presented to Church Council as part of the report from WCBL.