

WESLEYS COMMUNITY COMMITTEE (WCBL)

TERMS OF REFERENCE

I. Purpose and overall aims:

Ia) To develop, extend, and manage the relationship between Wesleys Community Board Ltd and the wider community, in line with the WCBL Vision.

Ib) To maximise the use of The Fold and other parts of Wesleys premises (when these are not in use for direct church-led activities) by community groups, especially those serving the young, the vulnerable, and those with special needs.

Ic) To develop and encourage new activities as required.

2. 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 Community Committee to WCBL.

3) Membership:

3a) The Committee shall be made up of no less than 7 and no more than 9 members who shall be appointed by the Church Council, on the recommendation of WCBL or the Leadership Team. The membership shall be reviewed on an annual basis and any recommendations for changes to appointments shall be brought to the Autumn Church Council meeting.

3b) The majority of members of the Committee shall be Church Members or regular attendees at Baildon Methodist Church, and others may be drawn from the wider community. One of the Church representatives shall be the Lettings Officer.

3c) Wesleys Community Committee will advise WCBL about:

- community representatives to be invited to serve on the committee; and
- the appointment of such officers as are felt appropriate for the Committee, including (as a minimum) a Chair or Co-Chairs; a Secretary / Minute-taker.

3d) The Church Treasurer and a paid member of staff (if there be any) shall be invited to attend all meetings of this Committee in an ex-officio capacity.

3e) The Committee may co-opt other members, mid-year, in a non-voting capacity (and they can be subsequently recommended for appointment as a voting member at the next opportunity {see 3a) above}).

3f) The minimum quorum for a meeting of the Committee shall be 5. In the event of a tied vote, the Chair shall have a casting vote.

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4. Objectives of the Community Committee

4a) To consider the best use of The Fold and other spaces within Wesleys at times when direct church-led activities do not require them.

4b) To identify needs within the community that we may be able to meet, and opportunities to which we may be able to rise in serving the community.

4c) To build good relationships between Wesleys and other key partners including Bradford Council, Baildon Town Council, other statutory providers of services, and local voluntary and community groups.

4d) In consultation with the Board and other committees of WCBL, to make applications for external funding to assist the development of The Fold and activities within it. (Larger scale fund-raising should also be discussed with the BIG Team).

4e) To advise WCBL and Resources Committee of the Church about the recruitment, appointment and management of staff that may be needed in future, to work in and from The Fold or any other parts of the premises in a community development capacity.

4f) In the event of any staff being appointed, to ensure that a line manager is appointed and that regular meetings are held to listen to and respond to staff needs and concerns; and that an annual appraisal meeting is held to discuss any training and development needs (in accordance with the appraisal policy of the Methodist Church). The outcome of all appraisals shall be reported to the full Committee.

4g) To be concerned for the welfare of any paid staff, volunteers, and community users of the premises; especially their safety – reviewing and ensuring that the church's lone-working and safeguarding policies are implemented; Any 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, to 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 Community Committee in such matters should be reported to WCBL and Resources Committee for a final decision.)

4i) To receive regular financial reports about any income and expenditure relating to The Fold and external lettings of rooms in Wesleys. To set targets to increase the income from letting rooms, where this does not conflict with the lettings / charging policies which provide beneficial terms to new groups and those whose work accords closely with the Church Vision.

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 continually seek ways to make The Fold and Wesleys even more welcoming and attractive – as places when everyone can find friendliness, care, and respect.

4l) To review the Lettings and Charging policies from time to time and make recommendations to the Resources Committee about any changes needed.

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4m) To consider and implement action to promote and publicise The Fold and other available space for community activities at Baildon, and to promote and publicise the activities which take place on the premises. This may involve web-communication, social media, leaflets or posters, press releases etc.

5. Specific Objectives in relation to the Church's Building Improvement Plans (The BIG Project).

5a) To discuss and report on the views of current and potential community users of The Fold and other spaces within Wesleys (consulting and surveying as necessary), about proposed building works and internal design and equipment.

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

6. Financial decision-making.

6a) The Community Committee, through WCBL, shall agree with the Church Treasurer and the Resources Committee, whether letting income from The Fold will be paid direct to the church or to WCBL.

6b) If the Community Committee holds funds in future, an agreement shall be reached with the Church Treasurer about spending limits to allow the Committee to spend money on the purchase of one-off, non-recurring items of equipment or furnishings without seeking approval from other bodies.

6b) The Community Committee shall make recommendations to WCBL, and the Resources Committee about the need to spend on items over and above the limits agreed under section 6b) above.

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

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

7b) Reports from Wesleys Community Committee shall be presented to Church Council as part of the report from WCBL. The Church Council will be the final arbiter in any matters of dispute which the Board has not been able to resolve.