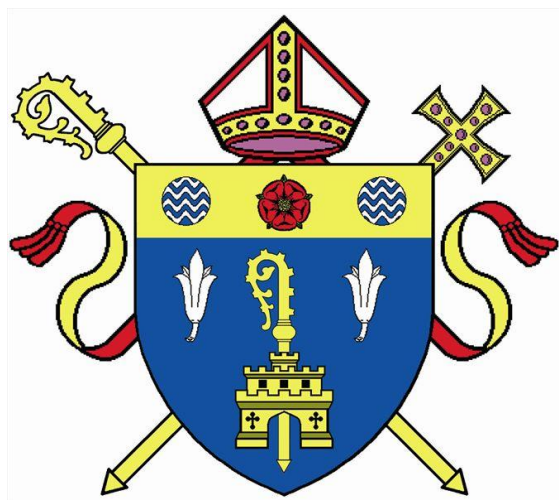


TERMS OF REFERENCE

LANCASTER DIOCESAN TRUSTEES FINANCE COMMITTEE



Lancaster Roman Catholic Diocesan Trust

November 2015

1. Introduction

- a.** The Trustees of the Lancaster Roman Catholic Diocesan Trust (hereafter known as ‘the Trustees’), through their Chair, the Bishop of Lancaster (the Bishop), appoints a (Sub) Committee of individuals with appropriate skill, commitment and expertise to act on their behalf in relation to all matters concerning the financial business within the Diocese of Lancaster (with the exception of schools) and delegates to this (Sub) Committee the powers set out in these Terms of Reference.
- b.** This Committee is known as the ‘Trustees’ Finance (Sub) Committee’ (hereafter known simply as ‘the Finance Committee’).

2. Membership & Accountability

The following rules are relevant to the membership of the Finance Committee:

- a.** The Finance Committee is directly accountable to the Bishop and Trustees of the Diocese.
- b.** At least three members of the Finance Committee are to be Trustees of the Diocese.
- c.** The Chair of the Finance Committee is appointed by the Bishop.
- d.** In accepting the Bishop’s appointment to the Finance Committee, individuals accept these Terms of Reference.
- e.** The term of office of individual members is prescribed in the Bishop’s Letter of Appointment to each member.
- f.** An appointment may be withdrawn at the Bishop’s discretion.
- g.** On completion of a term of office re-appointment will be at the discretion of the Bishop.
- h.** A member may be disqualified from membership of the Finance Committee if they fail to attend two consecutive meetings without giving apologies.

3. Principal Functions

The Finance Committee will be responsible for:

- a.** Advising the Bishop and Trustees on all aspects of parish and diocesan finance and financial risk management.
- b.** The review of annual budgets for central diocesan income and expenditure, central diocesan restricted fund income and expenditure, parish income and expenditure, capital expenditure (including schools through the Schools Building Fund).

- c. The review of monthly financial reports comparing actuals with budget with analysis of variances.
 - d. The review of an annual diocesan financial account for submission to the Trustees together with interim reports at the request of the Trustees.
 - e. Liaising and meeting as necessary with diocesan financial auditors.
 - f. The review of day-to-day control of cash management through the banking groups maintained with the Trustees' bankers (currently HSBC).
 - g. Making recommendations to the Trustees for parish levies.
 - h. The consideration of bids for capital building projects costing more than £5,000 referred from the Trustees' Property Committee.
 - i. The Finance Committee will concurrently evaluate the projects against parish/restrictive fund affordability and diocesan cash flow affordability and make recommendations to the Trustees for those projects costing more than £25,000.
 - j. Projects costing less than £25,000 the Finance Committee has authority to approve these provided that the Property Committee concurs without reference to the Trustees.
 - k. Trustees are to be advised of all projects costing less than £25,000 that have been approved by the Finance and Property Committees.
- It is also noted here that:
- l. The Finance Committee will have responsibility for overall management of the Trustees' investment portfolios and for receipt of quarterly reports from investment managers.
 - m. Unless stated in these Terms of Reference the Finance Committee has no other delegated authority and can only make recommendation to the Diocesan Trustees.

4. Meetings

- a. Meetings are called by the Chair of the Finance Committee only or in his absence with his consent or if incapacitated with the consent of the Bishop.
- b. Only the appointed Chair is to chair each meeting of the Finance Committee or if incapacitated – this function may be carried out, on occasion, by another Trustee member of the Finance Committee.
- c. Meetings will normally take place at least monthly with the date and time to be agreed by consensus of the members of the Finance Committee.
- d. The times of meetings will be flexible to take account of members work commitments so that all are able to attend.
- e. Meetings will usually be held at the Pastoral Centre, Balmoral Road, Lancaster but may be held at any other suitable agreed venue.
- f. If a member of the Finance Committee wishes to add a topic to the agenda a request should be sent to the Chair at least 10 days prior to the meeting. The Chair will decide on its inclusion.
- g. If a member of the Finance Committee identifies a possible 'personal conflict of interest' on the agenda, he or she should make a declaration to this effect. They should exit the meeting whilst the issue is discussed so as to safeguard themselves. The minutes of the meeting should reflect this protocol.
- h. Invited persons may attend as observers or advisers but should be asked to leave the meeting prior to any discussion of a sensitive or confidential nature.

5. Voting

- a. All appointed members, but not officers, are eligible to vote. The Chair will have the casting vote.
- b. A meeting will be quorate if at least two Trustees are in attendance.

6. Secretary

- a. A minute secretary, who may be one of the Finance Committee members, will be appointed by the Chair of the Finance Committee.
- b. The secretary will be responsible for issuing agendas, collation and distribution of papers and taking minutes of all meetings held.

7. Minutes

- a. The minutes are to include a record of all decisions taken and recommendations made to Trustees.
- b. Minutes are to be approved by the Chair of the Finance Committee and presented to the next meeting of the Diocesan Trustees for their review and consideration.
- c. It is to be presumed that minutes are confidential to the Trustees and members of the Finance Committee unless otherwise stated.

8. Finally

- a. The Bishop and Diocesan Trustees may amend these Terms of Reference, after consultation with the Finance Committee, at any time.
- b. The Bishop and Diocesan Trustees will review these Terms of Reference on or around 1 November 2016.
- c. These Terms of Reference are approved *ad interim* (for 12 months) by the Bishop and Diocesan Trustees on 13 November 2015.

Approved by the Trustees and Signed by:

+ *Michael Campbell OSA*

✠ Michael G Campbell OSA
Bishop of Lancaster

Date: 13 November 2015



Robert P Billing

Notary:

The Rev Robert Billing, Bishop's Secretary & Secretary to the Trustees