

PORTSMOUTH DIOCESAN TRUST

Terms of Reference for the Portsmouth Bamenda Committee

Portsmouth Roman Catholic Diocesan Trustees Registered (the Trustees), the trustees of the trusts identified in the note below (the Trusts), with the consent of the Roman Catholic Bishop of Portsmouth (the Bishop), appoint a committee to act on their behalf in matters concerning the Trusts which relate to the Portsmouth Diocesan Bamenda Fund (the Fund) and delegate to the Committee the powers set out in this document.

Where the business of the Committee concerns trusts other than the Portsmouth Diocesan Trust, the Trustees' power to delegate to the Committee may be restricted as indicated in the note below. When dealing with the business, property or funds of these trusts the Committee must check the limits within which it is authorised to act.

The Committee is to be known as The Portsmouth Bamenda Committee.

The members of the Committee will comprise one of the Trustees who shall be appointed by the Trustees with the prior approval of the Bishop (the Trustee members), the secretary to the Trustees and such other persons as are appointed by the Trustees with the prior approval of the Bishop.

The chairman of the Committee is to be appointed by the Trustees with the prior approval of the Bishop.

The Committee is to provide oversight of and take decisions, on behalf of the Trustees, in relation to the following:

- Approval of grants to projects, whether educational, developmental or pastoral, in the Archdiocese of Bamenda, Cameroon, West Africa, as long as such projects are approved by the Archbishop of Bamenda or his delegate for submission for grant from the Fund, and that the funds thus allocated are in accordance with the written wishes (if any) of the donors. The Committee may not authorise any grant which, if added to the grants made during the immediately preceding 12 month period, would exceed £50,000 or any grant which the Trustees have directed is to be referred to them for decision. The Committee is to consider and make a recommendation to the Trustees in respect of any grant which must be referred to them. The Committee may refer any grant whatsoever to the Trustees for decision; if it does so, the Committee may not then authorise that grant unless permitted to do so by the Trustees.
- The promotion in the Parishes of the Diocese of a greater knowledge and understanding of, and solidarity with our brothers and sisters in the Archdiocese of Bamenda
- The raising of funds through the annual Bamenda collection, other campaigns at more local level, etc.

Every member of the Committee shall have regard to the guidance of the Charity Commission on public benefit in carrying out the work of the Committee.

The following rules are to apply to meetings of the Committee:

- The Committee must meet at least once every four months or as directed by the Trustees. The chairman is to decide the date and time of each meeting and its agenda. The secretary to the Committee must give the other members of the Committee at least ten working days' notice of the date, time and agenda.
- The quorum for any meeting of the Committee is the chairman, and two other members, all present in person.
- A meeting may be held in person or by suitable electronic means agreed by the members by virtue of which all the participants may communicate with all the other participants.
- Every member of the Committee is to have one vote. Every matter is to be determined by the majority of the votes of the members of the Committee present and voting. In the case of an equality of votes the chairman is to have a casting vote whether or not he has previously voted on that matter. Notwithstanding the foregoing, the Trustee members of the Committee may, before the next meeting of the Trustees, veto any resolution passed at a meeting of the Committee, in which event the matter the subject of the resolution is to be referred to the next meeting of the Trustees for their decision.
- If the Committee authorises a grant at a meeting at which the Trustee member is not present, that grant cannot be paid until the Trustee member has given written approval to the grant (such approval may be made by suitable electronic means)
- Any resolution of the Committee which is in writing and signed by all the members of the Committee is as valid as a resolution passed at a meeting. For this purpose a resolution may be contained in more than one document and is to be treated as passed on the date of the last signature.
- The Committee must cause minutes of its meetings to be taken; the minutes may be in electronic form. Draft minutes, first approved by the chairman of the Committee whenever possible, must be produced to the Secretary to the Trustees no later than 14 days after the date of the meeting of the Committee. At each meeting the Committee must approve the minutes of the previous meeting, with such changes as may be agreed, the chairman must then sign those minutes and the minutes must then be entered in an archive. At each meeting of the Trustees a copy of the minutes of each meeting of the Committee held since the last meeting of the Trustees must be produced to the Trustees.

Any administrative matter relating to meetings of the Committee not covered by these rules may be decided by the Committee.

The Trustees may at any time revoke the appointment of any member of the Committee, suspend the Committee for a fixed period or indefinitely or amend or revoke these terms of reference.

These terms of reference are to be reviewed annually, at the first meeting of the Trustees after the start of the financial year of the Portsmouth Diocesan Trust.

Note:

1. These terms of reference are made in accordance with:
(a) for the Portsmouth Diocesan Trust, (charity registration no.246871) paragraph 12.2 of the declaration of trust dated 5 December 2002 and the Trustee Act 2000,
(b) for each of certain other trusts (the other trusts), being those which, together with the Portsmouth Diocesan Trust, are the subject of a uniting direction of 20 July 2001 under Charities Act 1993 section 96(6), the deed or deeds constituting each of the other trusts and the Trustee Act 2000.

2. Insofar as this delegation relates to the other trusts, the Trustees make this delegation only to the extent that they are entitled to do so under either the deed or deeds constituting each of the other trusts or the Trustee Act 2000.

Authorised at a meeting of the Trustees, with the consent of the Bishop, held on 14 October 2010

Stephen Morgan
Secretary to the Trustees