

# **PORTSMOUTH DIOCESAN TRUST**

## **Terms of Reference for the**

### **Living our Faith Impact 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 (the Committee) to act on their behalf in matters concerning the Trusts which relate to funds raised as a result of the Living our Faith campaign 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 Living our Faith Impact Committee.

The members of the Committee will comprise three 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 one of the Trustee members who shall 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:

- the funds received or pledged as a result of the Living our Faith campaign, details of which are to be contained in regular reports, with a financial analysis of those funds, to be provided by the secretary to the Trustees
- the collection of funds pledged for payment in the future
- communication to each parish and pastoral area of the Diocese about the funds received or pledged by the members of that parish or pastoral area, including the share of those funds expendable by the parish or pastoral area
- the expenditure of funds received, including the authorisation of that expenditure, particularly that
  - each project on which the funds are expended is, in the case of expenditure on Diocesan projects, within the aims of the campaign at Diocesan level and, in the case of expenditure on parish or pastoral area projects, within the stated aims (if any) of the campaign for the relevant parish or pastoral area or, in the absence of stated aims, a project designed to further the Diocese's pastoral plan Go Out and Bear Fruit and
  - the project has been approved, where necessary, by either the Finance and Property Committee or the Pastoral Formation Committee, as the case may be
- the setting and monitoring of key performance indicators (KPIs) in relation to each project on which funds are expended

- liaison with the Investment Committee about the funding requirement for projects and surpluses available for investment
- keeping under review generally the raising, collection and disbursement of those funds, with a view to ensuring that funds are disbursed or retained as appropriate, and that pending disbursement of funds they are invested appropriately.

The Committee may not authorise expenditure on any one project the total amount of which exceeds £250,000 or expenditure on any project 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 expenditure on any project the total amount of which exceeds £250,000. The Committee may refer expenditure on any project whatsoever to the Trustees for decision; if it does so, the Committee may not then authorise that expenditure unless permitted to do so by the Trustees. The Committee is to provide a recommendation to the Trustees about any expenditure referred to the Trustees. In this paragraph expenditure includes any expenditure of a long term nature.

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 three 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 Trustees 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 two Trustee members present in person.
- A meeting may be held in person or by suitable electronic means agreed by the Trustee 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, any of 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.
- 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 Trusts' financial year.

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