

St John the Baptist Anglican Church Canberra

Parish Council

Projects Committee

Terms of Reference

(variation approved by Parish Council 14 Dec 2022)

1. The Projects Committee [“Committee”] is a committee of Parish Council
2. Membership of the Committee will be determined by Parish Council; at least one member will be a Parish Councillor and all members will have relevant skills and experience
3. A member of the Committee will attend meetings of the trustees of The National Trust – St John’s Church Heritage Conservation Appeal Fund
4. The purpose of the Committee is to advise Parish Council on the priority of capital projects, and to ensure projects referred to it by Parish Council are appropriately managed within allocated budgets, noting that in many cases, it will be appropriate for bodies other than the Committee to oversee projects
5. Parish Council has delegated to the Churchwardens its¹ responsibility to work with the Committee on its behalf
6. The Committee will liaise regularly with the Churchwardens, particularly when
 - a. it requires further advice
 - b. it has information which should be brought to their attention, including, but not limited to, quotations received, recommendations on the selection of preferred tenders, and problems with supply
 - c. it wishes to recommend significant changes to the scope of projects, which may require referral back to Parish Council
 - d. it wishes to recommend budget increases, in which case the matter will be referred back to Parish Council
7. The Committee will annually seek to identify and prioritize projects through consultation with relevant parish groups, including from the Trustees of The National Trust – St John’s Church Heritage Conservation Appeal Fund
8. The Committee will report monthly to Parish Council on current projects
9. Project documentation will be recorded in an agreed form

¹ The *Governance of the Diocese Ordinance 2000* (most recently revised in August 2020) gives both to the Churchwardens and Parish Council responsibility for maintaining the buildings and other property of the Parish. Under this clause, Parish Council is delegating its responsibility to the Churchwardens in order to facilitate the work of the Projects Committee. It is important to note that Parish Council will still receive regular reports consequent to Clause 8.