



The Church of England  
Diocese of Ely

All Saints' Church, Walsoken  
Renovation Project

## Renovation Project Supporting Documentation

### Renovation Project Group Terms of Reference

19th January 2026

# **All Saints, Walsoken: Renovation Project Group**

## **Terms of Reference**

### **Preamble**

By resolution of 19<sup>th</sup> January 2026, the Parochial Church Council (PCC) of the parish of All Saints, Walsoken, has established a Church Renovation Project Group as a sub-Committee of the PCC of the village of All Saints, Walsoken.

The Renovation Project Group will operate under the authority of the PCC to carry out on behalf of the PCC the duties of the PCC regarding the church building, churchyard and associated structures at All Saints, Walsoken.

The Renovation Project Group will seek to promote All Saints, Walsoken as a local centre of worship and mission, as a place of service to the community and as a focus for local identity. Their core goals are to work with the PCC to develop and deliver a repair and improvement project of the

### **Membership**

At least two members of the Renovation Project Group will also be current members of the PCC of All Saints, Walsoken, being appointed by the PCC. The remaining membership will be a minimum of five and will include those who live locally or further afield who have developed due regard for the All Saints, Walsoken as a local centre of worship and mission, as a place of service to the community and as a focus for local identity.

The Chair of the Renovation Project Group will be appointed by the PCC of All Saints, Walsoken; the offices of Vice Chair, Treasurer and Secretary will be proposed by the Renovation Project Group from among its members and appointed by the PCC of All Saints, Walsoken. The members and officers will be subsequently appointed annually at the APCM.

### **Duties**

The Renovation Project Group will undertake to carry out on behalf of the PCC of the village of All Saints, Walsoken the duties of the PCC under the Parochial Church Council (Powers) Measure 1956 and other parochial duties regarding the church building, churchyard and associated structures at the All Saints, Walsoken excepting:

- Functions in respect of producing the financial statements of the parish church.
- Functions of an interested party under the Mission and Pastoral Measure 2011 Part 3.
- The functions of a parochial church council under the Patronage (Benefices) Measure 1986 Part II
- The functions of a parochial church council under the House of Bishops "Declaration on the Ministry of Bishops and Priests.
- Functions concerned with the holding of real property and other matters for which separate legal personality is required; and
- Functions relating to Faculty petitions, licenses under Faculty and other business of the Consistory Court.

The Renovation Project Group will undertake to carry out on behalf of the PCC the planning, funding and renovation of:

- Drainage failures and blocked systems.
- Electrical improvements.
- Structural cracks and instability around the boiler house and flue.
- Roof repairs/replacement (including spire base).
- Unsafe and failing vestry floor with active beetle infestation.
- Critical timber decay in roofs / structural trusses / other places.
- Securing detached guards in the spire and removing vegetation from tower gutters.

The Renovation Project Group will be a non-religious group tasked with:

- Recruiting a new church architect to design and manage the project.
- Working with the architect, any Church Building Support Officers and other contractors to develop the project.
- Liaising with the PCC to stage community facing fundraising events to support the project.
- Developing grant and faculty applications for major repair and improvement projects and working with the Church Building Support Officers to develop submit and deliver these applications, subject to PCC approval (please note only the PCC can submit the applications but the Renovation Project Group can write the applications).
- Raising further community awareness for the church building and the project. Plus enabling a long-term vision for the church and the church's legacy for future generations with stakeholders and parishioners.

The Renovation Project Group may propose amendments to these Terms of Reference to the PCC of All Saints, Walsoken.

### **Financial**

The Renovation Project Group will raise funds and donations on behalf of the PCC. Such funds and donations will be restricted for the purposes of operating, maintaining and repairing the church building, churchyard and associated structures at All Saints, Walsoken, and for no other purpose.

1) The Renovation Project Group will have a restricted fund as part of the general PCC bank account into which all receipts will be paid and from which all payments will be drawn. The PCC of All Saints, Walsoken, must approve all signatories. The Renovation Project Group will not have any power to take on debt.

2. The treasurer of the Renovation Project Group will liaise with the PCC treasurer for the recovery of Gift Aid on appropriate gifts to the Renovation Project Group, using the HMRC registration of the PCC.

3. The PCC of All Saints, Walsoken may delegate to the Renovation Project Group the role of making grant applications (including VAT refunds) for funds to repair, restore and conserve the All Saints, Walsoken. Such grants as applied for, and the results of the application process should be reported to the PCC. The PCC will be responsible for entering into any contractual relationships, subject to Faculty and other consents.

4. Income from collections taken at services, regular stewardship giving, and parochial fees will be collected directly by the PCC to support ministry in the parish.

5. The Renovation Project Group will provide periodic reports of receipts, payments and bank balance(s) to the PCC of All Saints, Walsoken, the period between reports to be decided by the PCC.

6. Before the end of March each year the Renovation Project Group will hold an annual meeting, to be chaired by the minister licensed to the parish or in his absence the current lay vice chair of Renovation Project Group to:

- Receive and sign off a report of the activities of the Renovation Project Group in the previous year
- Receive and sign off a report of the receipts, payments and balances of Renovation Project Group as of 31 December the previous year
- Propose its members and officers for the year following, excluding the representatives of the PCC.

7. At least 12 days before the Annual Parochial Church Meeting each year the Secretary of the Renovation Project Group will submit to the PCC Secretary:

- A report on the activities of the Renovation Project Group in the previous year
- A report on the receipts, payments and balances of Renovation Project Group as of 31 December the previous year for inclusion in the PCC's accounts as a restricted fund
- A list of its proposed members and officers for the year following to serve from the date of the APCM until the next APCM.

The Annual Parochial Church Meeting of the parish of All Saints, Walsoken will appoint the members and officers of Renovation Project Group from the date of the APCM until the next APCM.

### **Meetings**

The quorum for any meeting of the Renovation Project Group shall be four members, with a minimum of two elected officers (i.e. the Chair, Vice Chair, Secretary or Treasurer).

The Renovation Project Group meets from time to time, with a minimum of three meetings per calendar year. It is suggested for the group meet bi-monthly, though there may be an increased frequency of meeting at certain times (for example more meetings may be needed closer to grant application deadlines).

### **Winding Up**

The PCC of the Parish of All Saints, Walsoken can wind up any of its sub-committees with immediate effect. In the case of the Renovation Project Group the PCC will seek to consult with the Archdeacon about any winding-up proposal and serve at least three months' notice on the members of Renovation Project Group.



Bob Cox 19/01/26

Accepted by Walsoken PCC at the PCC of January 19<sup>th</sup>, 2026