



# Trustees Responsibilities Policy

## All Saints' Church, Walsoken

Please refer to Document S&S\_Doc\_001 for all Safeguarding and Social requirements.

### Specific Policy

This Safeguarding & Social (S&S) sub-policy explains our PCC's responsibilities as trustees of our church.

#### Introduction

PCCs have been recognised as charities for many years. The basic responsibilities of PCC members, as charity trustees, have not changed significantly for some time.

The principal function of the PCC is under the law is "Promoting in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical".

The fact that PCC members are also charity trustees should be seen positively. Trusteeship recognises that our PCC accepted a particular responsibility and are accountable for this. If this is carried out diligently and act lawfully, PCCs have nothing to fear. Along with this responsibility comes the authority and power to act.

This policy is intended to provide a general guide to the responsibilities of PCC members as trustees. When appropriate, PCCs should seek specific specialist advice from solicitors, the Diocesan Registrar, the diocesan office, accountants, or other professionals.

**Note 1:** As All Saints' Church, Walsoken's annual income is under £100K we do not have to register with the Charities Commission. All PCCs are charities. Those who continue to be excepted from registration, because their income is below the threshold should state that they are excepted from registration with the Charity Commission by law.

**Note 2:** PCC members are entitled to meet the PCC's liabilities out of PCC resources. The possibility of personal liability would only arise in the event of a failure to act in accordance with their legal responsibilities as trustees including their duty to show a reasonable degree of care in the administration of the PCC's affairs.

### Reference Documents

The Parochial Church Council (Powers) Measure 1956.

The Charities Act 2011.

The Charity Commission's guide "The Essential Trustee".

### Procedure

PCC Members have, and must accept, ultimate responsibility for directing the affairs of their PCC, ensuring that it is solvent and well-run, and delivering its charitable outcomes. PCC members need to keep in mind the following areas of responsibility.

#### Ensure Compliance

Our PCC Members must ensure that their charity complies with charity law and with church (ecclesiastical) law. In particular.

- 1) Our PCC is required to prepare annual accounts, and report on our work.
- 2) Our PCC is required to send a copy of our annual financial statements to the Ely diocese.

#### Duty of Prudence

Our trustees must:

- 1) Ensure that our PCC is and will remain solvent. This means that we need to keep ourselves informed of our PCC's activities and financial position.
- 2) Use charitable funds and assets wisely, and only to further the purposes and interests of our PCC.
- 3) Avoid undertaking activities that might place our PCC's property, funds, assets or reputation at undue risk.
- 4) Avoid all conflicts of interest.
- 5) Use careful discernment when considering actions of faith.

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## All Saints' Church – Walsoken

### Duty of Care

Our trustees must:

- 1) Exercise reasonable care and skill as trustees, using personal knowledge and experience to ensure that our PCC is well-run and efficient.
- 2) Take special care when investing funds, or borrowing funds for our PCC to use, seeking professional advice where appropriate.
- 3) Consider getting external professional advice on all matters where there may be material risk to the charity, or where our trustees (PCC) may be in breach of their duties.

To fulfil these responsibilities properly, our PCC members should make sure that they keep up to date with what our PCC is doing. Each PCC member should ensure enough time and energy given to the PCC's business and meet regularly enough to make the decisions needed.

### An Effective PCC (as trustees)

- 1) Is clear about its purposes, mission and values, and uses them to direct all aspects of its work. PCC Members always act in the best interests of the PCC, making balanced and adequately informed decisions, and thinking about the long term as well as the short term.
- 2) Has adopted structures, policies and procedures which enable it to achieve its mission and aims and meet its objectives efficiently.
- 3) Sees sound governance as an important part of its stewardship. It has appropriate procedures in place and manages any conflicts of interest appropriately.
- 4) Manages and uses its resources (including finance, skills, knowledge, experience and assets) to achieve its potential. It plans and budgets effectively, including periodic reviews.
- 5) Views accountability and transparency as key values and recognises that it is accountable to wider constituents. It communicates effectively, explaining its activities and decisions in an open and transparent way whilst maintaining confidentiality where appropriate.
- 6) Is flexible enough to adapt to change appropriately. Avoiding complacency, the effective PCC will want to increase its effectiveness in meeting its core object of promoting in the parish the whole mission of the Church.
- 7) Acts with integrity, and in accordance with its values

### Forms

None

### Diagrams

None

### Appendices

None

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