

Decisions made, Documents Signed and Action taken by the Council since its last meeting

1. Decisions made by the Council

- 1.1 The Council agreed to recommend to the Conference that, pursuant to SO 315, the Revd Ruth M Gee be stationed to the Connexional Team for a period of six years from 1 September 2018.
- 1.2 The Council agreed to recommend to the Conference that Deacon Donna Ely be stationed to the Connexional Team half time, pursuant to SO 315, for a period of six years from 1 September 2018.
- 1.3 Pursuant to SO 213(2A), the Council agreed to nominate to the Conference Dr Daleep S Mukarji as Chair of the Strategy and Resources Committee of the Methodist Council from 1 September 2019 for a period of six years.
- 1.4 The Council agreed to recommend to the President that, pursuant to clause 29(b) of the Deed of Union, the Revd Simon Sutcliffe be stationed to the Connexional Team with effect from 1 September 2018, for a period of five years.
- 1.5 The Council agreed to co-opt Ms Helen Belsham to the Ministerial Candidates' Selection Committee, under the terms of SO 320(2A).
- 1.6 The Council agreed to recommend to the Conference that, pursuant to SO 315, the Revd Dr Jonathan Dean be stationed to the Connexional Team for a period of six years from 1 September 2019.
- 1.7 The Council agreed to recommend to the President that, pursuant to clause 29(b) of the Deed of Union, the Revd Matthew R Finch be stationed to serve the Connexional Team from 1 March 2019 until the adoption of the stations at the 2019 Conference and to recommend to the Conference that, pursuant to SO 315(4), Mr Finch be stationed to continue in that appointment for a period of five years from 1 September 2019.

2. Documents signed and consent given

- 2.1 The Secretary of the Conference has signed a Third Party Schedule that forms part of the contractual agreement between Britannia Jinky Jersey Ltd T/A Pontins and the Methodist Council, for 3Generate to take place from 22-24 November 2018 at Pontins, Southport.

3. Action taken

- 3.1 The Chair of the Council appointed the Revd Conrad Hicks as the Methodist Representative to the United Reformed Church General Assembly (6-9 July 2018).
- 3.2 The President and Vice-President, and the Chair and the Secretary of the Council appointed a past President, the Revd Lionel E Osborn, to chair the Candidates Appeal Committee for 2018.
- 3.3 The President and Vice-President, and the Chair and the Secretary of the Council appointed Ms Janet Arthur to the nomination panel for the chair of the Strategy and Resources Committee (in place of Mrs Heather Shipman).
- 3.4 The Chair of the Council appointed the Revd Tony Barnes as the Methodist Representative to the Congregational Federation Assembly (9 June 2018).

- 3.5 The Chair of the Council appointed Mrs Wendy Ince and Ms Kira Barfoot to the CTE Forum from 17-19 September 2018, in place of Grace Burnett and Marcia Tull.
- 3.6 The Chair of the Council appointed the Methodist Church House Building Project Sub-Committee as follows: Professor Peter D Howdle (Chair), Professor Roy Swanston, Mr Mike Crane, the Revd Loraine N Mellor, Mr Doug Swanney (Convener), the Revd Timothy A Swindell. The terms of reference are attached.

*****RESOLUTION**

83/1. The Council receives the report.

Terms of Reference of the Methodist Church House Building Project Sub-Committee of the Strategy and Resources Committee (SRC)

1. Appointment

- 1.1 The Council shall appoint the members of the Methodist Church House Building Project Sub-Committee of the Strategy and Resources Committee on the nomination of the SRC.
- 1.2 The Committee shall consist of:
 - (a) A Chair;
 - (b) The Connexional Secretary who shall act as convenor;
 - (c) One of the Connexional Treasurers;
 - (d) Up to four other members at least one of whom should be drawn from the membership of the SRC and one of whom shall be a member of the MCH Management Committee.
- 1.3 Other members of the Connexional Team, MCH Management Committee or SRC and professional advisers may attend meetings of the sub-committee when invited to do so but shall not be voting members.

2. Purposes

The Sub-committee shall

- 2.1 Have overall responsibility for the redevelopment of MCH (the Project) and to act upon the delegated authority of the SRC to make such necessary decisions to ensure completion of the Project within the agreed timescale and budget.

Delegated Authority

- 2.2 Be the instructing client in respect of contracting with professional advisors, contractors, and suppliers.
- 2.3 Oversee and direct the Project Manager and such other professional advisers to ensure that appropriate instruction is provided and that professionals are acting within those instructions.
- 2.4 Define the parameters of the decision-making authority of the Project Sponsor and monitor the day-to-day project management decisions taken.
- 2.5 Ensure that appropriate professional advice is obtained and acted upon in respect of statutory compliance including health and safety.
- 2.6 Ensure that appropriate insurance is in place during the course of the Project.
- 2.7 Undertake regular reviews of the agreed budget, costs incurred and estimated costs throughout the project seeking to ensure at all times that costs are minimised and kept within budget.
- 2.8 Report to all meetings of the Finance Sub-Committee of the SRC on the financial situation of the project and to ensure appropriate funding is available at all stages of the project.
- 2.9 Ensure that an appropriate audit trail is maintained of all decisions taken, costs incurred and contracts agreed.
- 2.10 Ensure that appropriate warranties are obtained throughout the build.
- 2.11 Maintain and regularly review a risk register in respect of the project to ensure that all potential risks are identified and mitigated wherever appropriate.

- 2.12 Liaise with the Conference Officer for Legal and Constitutional Practice on the appropriate governance arrangements for the management and control of the Project and the new building once complete.
- 2.13 Seek the consent of the Charity Commission to any alterations to the existing Charity Commission scheme for the building.
- 2.14 Instruct solicitors to prepare and review all appropriate legal documentation always ensuring that the potential financial liability and reputational risk to the Methodist Council is minimised at all times.
- 2.15 Oversee the sourcing of appropriate accommodation for the Connexional Team during the construction phase of the Project.
- 2.16 Liaise with the Methodist partners on the redevelopment of the building, their accommodation during the build period and future lettings once the project is complete.
- 2.17 Provide an update report to every meeting of the SRC on the progress of the project in terms of timescales and finances.
- 2.18 Undertake such other matters as the SRC has agreed by resolution or in the case of an emergency, to undertake such action as necessary to protect Methodist Church House, the Connexional Team or the members of the Methodist Council and report such action to the next meeting of the SRC.

Reserved Matters

- 2.19 The Sub-committee will seek the approval of the SRC before:-
 - Approving any expenditure over the limit agreed by the SRC.
 - Increasing the agreed budget for the project.
 - Agreeing any changes to the holding of legal title for Methodist Church House or amending the purpose for which the building is held.
 - Completing leases or licenses with new tenants whether or not Methodist partners and the agreed subsidizing of any Methodist partners.

Determination of the source of funding shall be the decision of the Finance Sub-Committee for the SRC.

3. Ways of Working

- 3.1 The Connexional Secretary shall be the Project Sponsor and shall convene meetings of the Sub-Committee.
- 3.2 The Project Sponsor shall be responsible for day-to-day project management decisions as agreed by the Sub-Committee.
- 3.3 Connexional Team staff shall support the Sub-Committee as required.
- 3.4 The Sub-Committee shall review and monitor financial and legal aspects relating to the Project and advise the SRC on any matters needing their attention.
- 3.5 The Sub-Committee shall be available to offer specialist advice to senior staff when requested.

4. Pattern of Meetings

- 4.1 The Sub-Committee shall normally make decisions electronically as and when required.
- 4.2 The Sub-Committee Chair shall report to the SRC and brief the Committee on matters requiring their attention.