## St. Mary's Church House and Hall Committee Terms of reference

**Responsibilities:** Management and maintenance of the House and Hall complex.

**Membership:** Mark Evans (Chair), Rev. Alan Keeler, Anne Clements (Treasurer), Anthia Page and Elizabeth Sykes.

**Financial responsibilities:** To authorise expenditure on individual items up to £2,000 without prior consultation with the PCC. All significant expenditure to be reported to the PCC. To produce an annual budget for ratification by the PCC.

**Frequency of meetings**: 4 times a year.