

**The Parishes of Saxmundham
and Kelsale-cum-Carlton
In the Diocese of St. Edmundsbury and Ipswich**

Scheme for a Joint Council

Made pursuant to Section C of Part 9 Church Representation Rules 2020

Special parochial church meetings of the parishes of Saxmundham and Kelsale-cum-Carlton ("Parishes") in the benefice of Saxmundham ("Benefice"), held on Sunday October 9th, 2022, hereby make the following scheme:

1. New Joint Council

The Parishes establish a joint council ("Joint Council").

2. Name of Joint Council

SKC Church

3. Membership of Joint Council

The Joint Council shall have the following membership:

1. the incumbent of the Benefice;
2. any ministers licensed to the Benefice, ("minister" having the meaning specified in Rule 83(1) of the CRR). Curates in training are excluded from this definition; they shall be expected to attend meetings of the Joint Council, but shall not be voting members;
3. the churchwardens (two) from each Parish, as elected by the annual parish meeting of each Parish¹;
4. one deanery synod representative from each Parish, being either the representative elected with the highest number of votes in an election or, in the event of an election not being required, the person agreed by the deanery synod representatives themselves or failing that nominated by the incumbent of the Benefice²;
5. nine other lay persons from the Benefice, being on the church electoral roll of one or both Parishes, and elected subject to the following considerations:
 - a) a common list of eligible candidates will be submitted to the annual parochial church meeting of each Parish with the elected candidates being the three of them

¹ The Annual Parish meeting being the meeting of all residents of the Parish and those on the Church Electoral Roll, called to elect the Churchwardens.

² Each Parish will continue to elect its quota of Deanery Synod Representatives but only one of them will be an ex officio member of the JCC.

with the highest combined number of votes, taking into account the voting in both Parishes³;

- b) in the first year, six members of the existing PCCs will continue to serve on the Joint Council: three for a two-year term and three for one year only, on a basis to be determined and published by the PCCs in advance of the annual parochial church meetings; and
 - c) in all subsequent years, the number of lay members elected will be three plus any casual vacancies to be filled at that time;
6. such lay persons holding the Bishop's licence as lay ministers in the Benefice as the Joint Council may decide⁴;
7. the Joint Council may also co-opt up to two additional members (who may be clergy or lay) if it considers that their particular skills or experience would be of benefit to it.

4. Officers of the Council

- 1. The chair of the Joint Council shall be the incumbent of the Benefice or during a vacancy the priest in charge. Absent either an incumbent or a priest in charge, a lay vice-chair shall be appointed to chair the Joint Council.
- 2. The secretary of the Joint Council shall be any person so appointed by the Council and shall record the minutes of meetings, hold all documentation related to Joint Council business, record any resolutions and monitor actions taken on behalf of the Joint Council, and transact any correspondence relating to the affairs of the Joint Council.
- 3. The Joint Council shall appoint one of its members to be its treasurer.
- 4. The Joint Council shall appoint an auditor or independent examiner (as required by law), who shall not be a member of the Joint Council and who shall have access to all financial statements of the Joint Council.
- 5. The Joint Council may appoint an administrator upon such terms as it thinks fit.
- 6. The posts of secretary, treasurer, auditor or independent examiner, and administrator may be remunerated at the Joint Council's discretion, subject always to the provisions of the Charities Act 2011 and the Church Representation Rules 2020 (or any statutory revision of them).
- 7. The Joint Council may appoint further remunerated or unremunerated officers as it thinks fit.

5. Meetings of the Joint Council

- 1. The Joint Council shall hold not less than four meetings each year as equally spaced through the year as reasonably possible. The first of such meetings taking place on

³ Each elected representative will serve for three years from election, to be followed by at least a one-year period not on the PCC.

⁴ As there are eight Lay Elders within the Benefice, it is not considered realistic for all of them to be ex officio members of the JCC. Needless to say, they are eligible for election as lay members.

or after the annual parochial church meetings⁵ each year shall be designated the annual meeting, at which the Joint Council Officers (other than the Chair) shall be appointed to serve until the end of the next annual meeting.

2. The Chair shall at each meeting call for declarations of any potential conflict of interest from members. The Chair shall have the power to bar individual members from votes of the Joint Council where he considers that a conflict of interest may arise. Rule 5.8 below continues to apply.
3. The treasurer's reports detailing the financial transactions of the Joint Council, including payment of parish share to the Diocesan Board of Finance and the finances of any Benefice-wide activity, shall be presented no less than annually and voted on by members of the Joint Council. Such reports shall be made available to the annual parochial church meeting of each Parish.
4. Dates for future meetings shall usually be set during meetings. A Joint Council meeting may be convened by the Chair or if requested, by at least a quarter of members at any time, in all cases giving at least ten days' notice to members (provided that such notice may be waived if all of the members consent).
5. An agenda and any other documentation to be discussed at a forthcoming meeting shall be delivered to members and to members of the PCCs of the Parishes not less than seven days prior to the date of the relevant meeting.
6. No business shall be transacted at a Joint Council meeting unless at least one quarter of members are present and the majority of the members present are lay members.
7. All business of the Joint Council shall be decided by simple majority of those present, with the Chair having a casting vote in the event of a tie.
8. The provisions of Section B of Part 9 of the CRR 2020 shall apply to the proceedings of the Joint Council as though it was a parochial church council, provided that if those provisions are inconsistent with the provisions of this Scheme then the provisions of this Scheme shall prevail.

6. Minutes of the Joint Council

1. A record shall be made and retained of those present and voting at any Joint Council meeting.
2. All business transacted, resolutions put to the Joint Council and future actions agreed shall be recorded.
3. The minutes of Joint Council meetings shall be circulated to members of the Joint Council and to members of the PCCs of the Parishes and to such other persons as the Joint Council may decide.

⁵ In the Parishes, as elsewhere, it is customary for the new Church Council to meet immediately following the APCM in order to appoint officers and to set the dates of meeting for the forthcoming year.

7. Functions and Powers of the Council

A. General

1. The functions and powers of the Joint Council are subject to the CRR and to any other rules and regulations of the Church of England in force at the time.
2. The Joint Council may agree on behalf of all the Parishes the allocated diocesan share requested of the Benefice.
3. The Joint Council may authorise, approve, order, manage and dissolve Benefice-wide activities, including those for mission, worship, outreach, fundraising in furtherance of the mission and ministry of the Church of England in the Benefice.
4. The Joint Council may establish a standing committee and subsidiary committees from time-to-time. The composition, financial affairs, minutes and any other proceedings and actions of such committees shall be under the direction of the Joint Council.
5. The Joint Council shall be consulted on any matter that affects all the Parishes.
6. The Joint Council may authorise the treasurer to manage such funds as it directs.

B. Specific

1. Subject to sub-clause 2, all the functions of each PCC are delegated to the Joint Council, including those specified in Section 2 of the Parochial Church Councils (Powers) Measure 1956 (as amended and re-enacted from time to time), including:
 - co-operation with the Minister in promoting in the Parishes the whole mission of the Church, pastoral, evangelistic, social and ecumenical;
 - caring for church buildings, their contents and churchyards;
 - caring for church records and registers;
 - safeguarding, health and safety, data protection;
 - finance.
2. The following functions are retained by the PCC's:
 - the functions of an interested party under the Mission and Pastoral Measure 2011 Part 3;
 - the functions of a parochial church council under the House of Bishops' Declaration on the Ministry of Bishops and Priests.

8. Disputes

Any dispute on any matter relating to Joint Council business shall be raised with the Chair in the first instance. Thereafter it shall be raised as necessary with the archdeacon.

9. Variation and revocation

The Joint Council derives its powers under this Scheme, which may be varied or revoked subject to the provisions of the Church Representation Rules 2020.

10. Assets

1. The assets listed in Part 1 of Schedule 1 shall vest in the Joint Council on the date when this Scheme comes into effect and shall be held for the general purposes of the Joint Council.
2. The assets listed in Part 2 of Schedule 1 shall vest in the Joint Council on the date when this Scheme comes into effect and shall be held for the restricted purposes identified in Part 2 of Schedule 1.
3. Assets (other than cash gifts donated as part of the donor's regular church giving, which shall be held for the general purposes of the Joint Council) gifted by lifetime gift to a PCC shall be held by the Joint Council for the benefit of the Parish concerned as a restricted asset.
4. Assets (including cash) gifted by a will or other testamentary disposition to a PCC shall be held by the Joint Council for the benefit of the Parish concerned as a restricted asset.

11. Date of coming into force

1. This scheme was approved by the constituent Parishes in accordance with Model Rule M42 of the Church Representation Rules 2020 at a parochial church meeting of each Parish being either an annual or a special meeting called for this purpose on the dates specified in Schedule 2.
2. This scheme shall come into effect on the day after ratification of the scheme by the bishop's council of the diocese of St. Edmundsbury and Ipswich.

Schedule 1

Part 1 – Assets vesting in the Joint Council for its General Purposes

Parish	Asset
St John the Baptist, Saxmundham	All assets other than those held for restricted purposes, shown below.
The United Parish of Kelsale and Carlton	All assets other than those held for restricted purposes, shown below.

Part 2 – Assets vesting in the Joint Council for Restricted Purposes

Parish	Asset	Restricted Purpose
Kelsale-cum-Carlton	£2,228	Carlton Fabric
	£1,949	Carlton Porch
	£4,967	Carlton Window
	£56,351	Kelsale Bell
	£677	Kelsale Organ
	£318	Kelsale Flower
	£1,562	Tree
	£960	Kelsale Churchyard
	£3,617	Kelsale Fabric
	£13,486	Kelsale Reordering
Saxmundham	£11,580	SC Debt Centre
	£27,904	Connections
	£412	Hand Bells
	£297	Tower Bells
	£708	Toddlers (Monday)

Balances are as at the last year-end (i.e. 31st December, 2021). Restricted funds that have no assets and/or have been closed during the year-to-date have not been included.

Schedule 2

Dates when Scheme approved by Parishes

Parish	Date Approved	Numbers Voting		
		For	Against	Abstained
Saxmundham, St John	9 th October, 2022			
Kelsale-cum-Carlton	9 th October, 2022			

Approved by the Bishop's Council on
Scheme in force with effect from 1st January, 2023.