



# Constitution

## Up Holland Community Hub

**A safe place where all are welcome and valued without condition, where we strive to serve the community, grow together, and create a sense of wellbeing and belonging.**

**'A place for everyone'**

### **Purpose**

Up Holland Community Hub is an initiative created by the Parochial Church Council (PCC) of the Church of St Thomas the Martyr, Up Holland and is designed to develop and support the historic church building of St Thomas the Martyr as a place which can be used by, and to serve, the whole community of Up Holland and the surrounding area. It is to be a place where all are welcome and where the needs of many are met. The Hub is and remains a partnership between the Parish Church and wider Community and is essentially of the community and for the community.

### **Today's Vision**

The Benedictine Abbey of St Thomas the Martyr, Up Holland, was gifted to the people of this area as a place of worship, spiritual nourishment, healing, pastoral care and education. In its daily life it would have welcomed people of all ages and hosted many local activities and events such as markets, festivals, celebrations and many 'whole community' events. Transitions from monastic church to local church and then parish church means that all those original purposes and goals remain in place today. We believe that the Church and wider community working together in partnership through the Hub is key to ensuring that St Thomas the Martyr Church continues to be a place for everyone today.

Over the last few years, the PCC and members of the church community have been looking at ways to enable Up Holland Parish Church to be a place of welcome for everyone and to be able to offer a variety of events and activities to meet the needs of many in this area. A Development Group was established and this included people from the PCC, church congregation, parish council and wider community. The Development Group was appointed by the PCC. They were tasked with considering what the church building might be able to offer and then overseeing the physical changes needed. This has included a community survey as well as conversations with those who advise on developing ancient buildings and places of worship.

The plan is to retain and enhance the wonderful historical features of the church but also to make it a more modern venue for the wider community. Significant changes were made inside the church in 2021 to provide space for a Post Office, cafe, cards and gifts, activities and group meetings.

Towards the end of 2020 two important decisions were made:

- The PCC, having seen the benefits of the re-ordering, committed itself to further re-order to fully realise the original medieval vision of an open church, free of pews in the central aisles and making more of the church accessible to all, this includes wanting to make the tower into an



exciting visitor attraction. The Development Group will continue with the planning and implementation of this vision.

- The Hub Governance and Steering Group (formally known as the Leadership Team) was established by the Development Group and authorised by the PCC to better enable the Hub to develop and run as a community project.

### **Up Holland Community Hub**

The Parochial Church Council has overall responsibility for the Parish Church of St Thomas the Martyr. It raised the money for the re-ordering and gave permission for the creation of the Up Holland Community Hub (the Hub).

The Governance and Steering Group and the Operational Management Group are supported by the Strategic Community Links Group with representatives from the Parish Church of St Thomas the Martyr, community representatives from the Parish Council, community groups, local schools and colleges, other churches/organisations and charities.

Representatives from those who serve the community professionally or as volunteers are welcome to apply to become members of the Strategic Community Links group.

The structure of the Hub Management was reviewed and changed in January 2023.

The Hub Governance and Steering Group is supported by the Operational Management Group with members representing key functions of the Hub.

The members of the Hub Governance and Steering Group are responsible for ensuring the vision and purpose of the Hub are understood and followed by the Operational Management Group and all leaders of activities at the Hub. The Group is also responsible for ensuring the Hub achieves its targets and meets its legal responsibilities. All members of the Hub Governance and Steering Group and Operational Management Group must affirm their support and commitment to the Hub's Policy on inclusivity and working for the good and benefit of all in the community. The PCC has the right to refuse any individual appointment to the Hub Governance and Steering Group and Operational Management Group.

The Hub Governance and Steering Group must meet at least 6 times per year and its meetings are recorded as minutes. The Hub Governance and Steering Group is responsible for all Hub policies and activities.

The Hub operates as a charitable organisation within the structures of the PCC. It is a community facing organisation which exists for the benefit of all. In case of dispute or disagreement, the PCC may be asked to decide, which would then be binding on the Hub. The PCC as the governing body of the Parish of Up Holland and Dalton (Charity Number 1131230) and the organisation which established the Hub and is the Trust which has responsibility for the Hub. The Hub must comply with PCC policy and requirements, which in turn must comply with Diocesan and Church of England policy and requirements.

Since its formation, the Governance and Steering Group (formally known as the Leadership Team) have been meeting to plan and develop Hub activities.

### **Hub establishment March 2021**

Post Office Counters Ltd agreed to install a Post Office Counter within the church in September 2020, but the opening was postponed due to COVID19 restrictions. The Post Office opened in March 2021.

The aim is to provide other services and activities including:



- Becket's café @ the Hub
- Foodbank @ the Hub
- Cinema @ the Hub
- Concerts and performances
- Open Table Café
- Dementia Café
- Baby and toddler group
- Arts and crafts groups
- Music groups
- Community Gardening Group
- Bereavement Group

The Governance and Steering Group understands that for the Hub to be truly community serving it needs to organise and host events and activities throughout the area and is working to achieve this.

### **Finance & Accounts**

The Hub Account is administered and managed by the PCC Treasurer. The Hub Account is a restricted account within the Up Holland and Dalton PCC Accounts. In the event that the Hub stopped operating, the restricted fund would be divided as follows: 50% to United Charities (Up Holland) and 50% to The Friends of St Thomas the Martyr Church (FROST). If for any reason either of these organisations no longer exist, then that portion of the Hub fund would be divided equally between the primary schools which are at that time in the village of Up Holland (currently St Thomas the Martyr CE Primary School and St Teresa's RC Primary School).

The PCC is responsible for ensuring that the Hub meets all its financial obligations and may, if necessary, instruct that payments be made to fulfil these obligations. The accounts for the Hub will be independently examined annually as part of the Parish annual reporting process and will therefore be included within the PCC Annual Report and published on the Charity Commission website under the Charity Number: 131230.

The Hub will operate as a 'not for profit' charity for the good of all those who use any of its facilities and activities.

Income will be shown in the agreed income streams within the Hub accounts, likewise expenditure from agreed budget areas within the accounts.

The Hub will play its part in helping to maintain the fabric of the building of St Thomas the Martyr Church, so that it can be enjoyed and available to people from the wider community for a wide variety of events and activities. The Hub, operating within the Church of St Thomas the Martyr, will pay an agreed rate to cover costs incurred e.g. heating, lighting, electricity, water, insurance, cleaning and maintenance. The PCC and the Hub will agree what these costs are and if/when they should be paid. Where there is disagreement, the PCC shall decide.

The Hub will aim to generate funds from some of its operations to enable it to support other charitable events and activities. Net Income raised from fund generating activities (these include activities/events such as: The Post Office, Café, Community Cinema, Concerts and Performances, Retail sales e.g. cards, gifts etc, Fairs and Markets and similar) will be divided equally between the Hub and St Thomas the Martyr Church. Payments from the Hub to St Thomas the Martyr Church will be made to The Friends of St Thomas the Martyr Church (FROST) ensuring that those payments go towards the maintenance and upkeep of the building and fabric. When fund raising activities take place in venues other than St Thomas the Martyr Church, 50% of the money raised will go to the Hub and 50% to the venue used, unless the venue makes a rental charge in which case all the funds raised will go to the Hub.




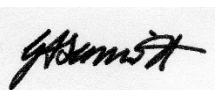
The Hub Governance and Steering Group is responsible for ensuring that those activities which are run for the good of those who are most in need or vulnerable in the area do not make a profit and that any donations received go to that particular budget, e.g. Food Bank. If a not for profit area of the Hub shows a surplus but is no longer operating, the Hub Governance and Steering Group (or the PCC if the Hub Governance and Steering Group is not able to meet/decide) can allocated those funds to a budget area of work/service they deem to be appropriate.

### **Recruitment**

The Hub Governance and Steering Group is responsible for ensuring that all volunteers and employees are recruited according to the Hub's Policy on recruitment and that all equal opportunities and safeguarding legislation and guidance is followed. The Hub Governance and Steering Group is responsible to the PCC in this matter.

### **Responsibilities**

The Hub Governance and Steering Group is responsible to the PCC and must ensure that its activities and events comply with PCC Policy and those of the Church of England. In the event of a disagreement between the Hub and the PCC, a meeting of the Hub Chairperson, Rector and Churchwardens will seek to resolve the issue amicably. If this is not possible, the matter will be referred to the Archdeacon, who would make a final decision on the matter.

	Signature	Date
Paul Lock Rector Up Holland Parish Church (PCC)		30 <sup>th</sup> January 2022
Gillian Sinnott Chair Up Holland Community Hub		30 <sup>th</sup> January 2022