Document 3

**Suggested Local Church Resolutions and Checklist**

Elders’ Meeting passed Resolution A or equivalent, to accept the proposed scheme and notifies the Trust Office.

Church Meeting passed resolution B or equivalent, to enable Elders to act

Elders’ Meeting passed Resolution C or equivalent, to authorise hiring

Trust resolves to proceed with the proposed scheme, to take effect on a date to be confirmed \* the new system is followed from a date to be confirmed \*, with returns sent to the Trust on an annual basis

\*In terms of timing, it is envisaged that the Directors’ Meeting of URC Thames North Trust will deal with requests for delegation at the next scheduled meeting. Applications should be with the Trust Office 10 days before any stated meeting date.

As any hiring requires the approval of the Church Meeting as well as action of the trustee (delegated to the Elders’ Meeting) it is recommended that ‘blanket’ resolutions along the following lines may be convenient.

**Resolution A**

*The Resolution to agree to the delegation from URC Thames North Trust to the local church. When this Resolution has been passed the Church Secretary should send a copy to the Trust Office.*

The Elders’ Meeting of [ ] United Reformed Church agrees to act as agent of URC Thames North Trust to permit the casual hiring of the church/hall premises, with effect from a date to be advised by the Trust.

For the avoidance of doubt, this resolution applies only to casual hiring arrangements. If users require exclusive possession, or a more permanent arrangement is required (e.g. where the use will be for a few hours on each of several days per week with the use of storage, and the arrangement will be in place for a period exceeding 4.5 months), then any such arrangement will require a lease/tenancy agreement and a representative of the church must contact URC Thames North Trust at any early stage regarding the proposed arrangement.

**Resolution B**

*A Resolution to enable the Elders to act for Church Meeting with conditions as appropriate locally.*

The Church Meeting of [ ] United Reformed Church authorises the Elders’ Meeting as agent for the trustee to permit the casual hiring of the church/hall premises for any reputable purpose when not required for church use. *(Conditions or safeguards may be added if desired, e;g; in relation to frequency, type of user group etc.)*

For the avoidance of doubt, this resolution applies only to casual hiring arrangements. If users require exclusive possession, or a more permanent arrangement is required (e.g. where the use will be for a few hours on each of several days per week with the use of storage, and the arrangement will be in place for a period exceeding 4.5 months), then any such arrangement will require a lease/tenancy agreement and a representative of the church must contact URC Thames North Trust at any early stage regarding the proposed arrangement.

**Resolution C**

*A Resolution that also allows Elders to delegate hiring to an individual or a group such as a Booking Secretary or Fabric Committee with appropriate conditions.*

The Elders’ Meeting of [ ] United Reformed Church as agent for the trustees agrees to permit the casual hiring of the church/hall premises for any reputable purpose when not required for church use, and authorises any properly-appointed officer of the church to arrange such hiring, and to refer back to Elders’ Meeting any questions regarding suitability, charges, etc. *(Conditions or safeguards may be added if desired.)*

For the avoidance of doubt, this resolution applies only to casual hiring arrangements. If users require exclusive possession, or a more permanent arrangement is required (e.g. where the use will be for a few hours on each of several days per week with the use of storage, and the arrangement will be in place for a period exceeding 4.5 months), then any such arrangement will require a lease/tenancy agreement and a representative of the church must contact URC Thames North Trust at any early stage regarding the proposed arrangement.