

# Glebe Management Committee

## Terms of Reference



DIOCESE OF TRURO  
DISCOVERING GOD'S KINGDOM  
GROWING THE CHURCH

### 1. Place within the Diocesan Organisation

The Glebe Management Committee reports to the Finance, Assets and Risk Committee, ultimately operating with delegated responsibilities, on behalf of the Truro Diocesan Board of Finance Ltd (TDBF). The independent company Savills, acting as management agent, reports to the Committee.

### 2. Role

Glebe land consists of agricultural, commercial, recreational and residential land and property. Prior to 1 April 1978 this land was owned by the incumbent by right of his office and ownership was transferred in 1978 to the TDBF (in this diocese). The income from glebe land, most commonly rental income or proceeds from sale, is reinvested so as to provide continuous income and a good return to the Diocesan Stipend Fund. The Glebe Committee's role is to ensure that Diocesan Glebe shall be managed for the benefit of the diocesan stipends fund, except in circumstances where the [Church Property Measure 2018](#) expressly permits otherwise.

The Glebe Management Committee is responsible for:

- Overseeing the management and development of the Glebe portfolio.
- Approving and overseeing significant glebe developments.

More information can be found here:

[https://www.churchofengland.org/sites/default/files/2022-05/parsonages-and-glebe-diocesan-manual-may-2022\\_0.pdf](https://www.churchofengland.org/sites/default/files/2022-05/parsonages-and-glebe-diocesan-manual-may-2022_0.pdf)

### 3. Duties.

The duties of the Glebe Management Committee are:

- To work to the strategy agreed with the Finance, Assets and Risk Committee.
- To maximise Glebe land rental income and sales for the benefit of the Diocesan Stipends Fund, including the negotiation of leases and tenancies and of rent reviews, the collection of rents, the payment of outgoings, the carrying out of repairs and improvements.
- To keep up to date the Glebe Land Register.
- To consider opportunities for Glebe to further the purpose and objectives of the Diocese of Truro, within the legal framework it is held.
- To identify land and property for development or investment purposes.
- To maintain the Glebe land and properties to maximise the overall potential, making recommendations in relation to strategic developments to the Finance, Assets and Risk Committee.
- To oversee the utilisation of the Land Agent.

The day-to-day functions are delegated to Savills, acting as Land Agent.

Overall to comply with the governing legislation

#### **4. Composition**

The Glebe Management Committee shall consist of seven members including:

- The Chair
- A senior member of the Bishop's Senior Staff or a nominated member of the clergy.
- The Chair of the TDBF
- Other members, appointed on the basis of their experience and knowledge of land or property management/development and related matters. These roles are appointed in consultation with the Appointments Panel.

The Chair is appointed by the Bishops' Diocesan Council in consultation with the Appointments Committee and with the agreement of the Bishop of Truro.

Co-options of up to 2 additional members may be permitted should the Committee deem it necessary and useful to its work.

A member may be disqualified from membership of the Committee if they fail to attend two consecutive meetings without giving apologies.

#### ***In attendance***

- The Diocesan Secretary or their deputy
- The Director of Finance and Assets
- The Land Agent (Savills)

#### **5. Tenure**

All members of the Committee shall be appointed for a three-year term and may serve up to two further terms. No member shall serve more than nine consecutive years on the Committee, unless there is a special reason for an extension.

#### **6. Meetings**

The Committee meets four times per year, or at other times as needed.

The Committee shall be quorate if over half of the committee members are present, including the Chair or a nominated deputy.

All appointed members, but not officers in attendance, are eligible to vote. The Chair will have the casting vote.

Meetings may be physical or virtual, and business may be conducted by email or other means between meetings as follows:

“Chair's business”: Some urgent business may also be conducted by email between meetings. For example, approval of rent reviews between meetings, on advice from Glebe agents and in consultation with the Director of Finance and Assets or the Diocesan Secretary.

A written record of all such business transacted should be included in the minutes of the next meeting of the committee.

## **7. Report**

7.1 The Committee shall provide a written report to the Finance, Assets and Risk Committee after each meeting.

7.2 The Committee shall prepare an annual report to the Finance, Assets and Risk Committee to include:

- Report on the work of the Committee to show effective management of Glebe assets in relation to Diocesan needs and objectives.
- Report on reviews of specific areas of the Committee's work and effectiveness.
- Report on the effectiveness of the management agent.

## **8. Professional Standards**

The members of the Committee should at all times act in accordance with relevant professional and legal standards including those for data security, safeguarding, and respectful treatment of all colleagues and those they interact with.