

# Property Management Committee

## Terms of Reference

### 1. Place within the Diocesan Organisation

The Property 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 Committee shall, within the authority delegated by the Bishops Diocesan Council, be responsible for all the functions of the TDBF relating both to parsonage houses and the TDBF's property (other than Glebe or property held purely as an investment). The independent company Savills, acting as management agent, reports to the Committee.

### 2. Role

Its activities are governed by the Church Property Measure 2018.

### 3. Duties.

The duties of the Committee are:

- Ensuring that clergy are provided with homes which meet the requirements and standards necessary to support their ministry and as a base for their lives.
- Ensuring that the Board meets its statutory duty to carry out repairs and maintenance.
- Ensuring that unsuitable houses are replaced where possible.
- Improving properties where appropriate.
- Realising development potential of sites.
- Selling houses no longer required.
- Liaising with the Glebe Committee to ensure that the combined value of adjacent sites is maximised.
- Letting houses during vacancies where appropriate.
- Providing new houses where required.
- Working to the strategy agreed with the Finance, Assets and Risk Committee.
- Overseeing the work of the Property Management Agent including providing some monitoring of compliance with health and safety legislation and all other governing legislation.

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

### 4. Composition

The Property Management Committee shall consist of seven members including:

- The Chair
- The Archdeacons.
- The Chair of the TDBF
- A member of the Finance, Assets and Risk Committee with relevant experience.
- An occupant of a clergy house.

- 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 Property 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 11 times per year (monthly), 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 Property 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 Property 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.