

TERMS OF REFERENCE

PROPERTY COMMITTEE

The Property Committee Terms of Reference should be read together with the Parsonages Board Constitution

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Record of Amendments

Date	Version	Reason	Page Number
May 2021	1	First Issue produced together with Norwich Diocese governance review 2020.	All

Property Committee

Terms of Reference

1. Place Within the Organisation

The Property Committee holds all the functions of the Parsonages Board, delegated to it by the Bishop's Council of Trustees acting as the executive board of the Norwich Diocesan Board of Finance ("NDBF"). It reports to the Finance Committee. The Parsonages Board is a statutory body and its Constitution Document accompanies these Terms of Reference.

2. Role

The Property Committee undertakes the responsibilities and work of the Parsonages Board. This includes provision, maintenance, upkeep and improvement of Parsonage houses; considerations (in consultation with the Asset Management Committee) of acquisition and disposal or exchange of Parsonage houses, and letting such houses during vacancies. The Committee also deals with the NDBF's own properties.

3. Duties

The duties of the Property Committee within the authority delegated are as follows (making reference to the Diocesan Mission and Pastoral Committee where appropriate)

- Ensuring that the Parsonages Board meets its statutory duty under the Church Property Measure 2018 and undertakes the repair and maintenance of parsonage property;
- Ensuring that the Parsonages Board meets its statutory and legal duties to comply with all legislative requirements to both parsonage properties and board owned properties.
- Providing for improvements to parsonage property where appropriate;
- Providing for repair, maintenance and improvements to other Diocesan property;
- Keeping under regular review the energy efficiency of the Diocesan housing stock;
- Replacement of unsuitable houses where appropriate and possible, in consultation with the Asset Management Committee;
- Exchanging current parsonage property for replacement property, in consultation with the Asset Management Committee and with due consideration to ministry requirements, location, running costs, environmental performance, building costs and all other relevant factors;
- Disposal of redundant parsonage property in consultation with the Asset Management Committee;
- Realising the development potential of parsonage property, in consultation with the Asset Management Committee;
- Liaising with the Asset Management Committee to ensure that the combined value of adjacent sites is maximised;
- When a decision has been made to sell, exchange or acquire a parsonage property, oversight of the process;
- Letting houses during vacancies where appropriate.

4. Composition

The Property Committee shall consist of ten members as below;

- Chair of the Property Committee appointed by the Bishop's Council of Trustees in consultation with the Nominations Committee and with the agreement of the Bishop of Norwich.
- The Archdeacons
- Up to six other members, of whom not less than one third shall be ordained clergy elected by those clergy who are beneficed (s1 Repair of Benefice Buildings Measure 1972) and not less than one third shall be lay members appointed by the Nominations Committee.

5. Tenure

Apart from the ex-officio members (the Archdeacons), members of the Property Committee shall serve for a term of three years but may be re-appointed to serve for a further term or terms subject to a maximum of three terms in total. The members of the Property Committee shall be appointed by the first meeting of the Board following the triennial elections to the Diocesan Synod.

6. Meetings

A minimum of six times a year but at other times as needed.

Meetings may be physical or virtual.

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

“Chair’s business”: Some urgent business may also be conducted by email between meetings. A written record of all such business transacted should be included in the minutes of the next meeting of the committee.

In attendance:
the Diocesan Secretary
The Director of Property (who provides the Secretariat).
The Diocesan Surveyor

7. Report

7.1 The Property Committee shall send a copy of its minutes to the Finance Committee after each meeting with a covering paper/ overview. A copy of these minutes should also be sent to the Asset Management Committee.

7.2 The Property Committee shall prepare an annual report (in its capacity as the Parsonages Board) to the Finance Committee, including:

- Report on the work of the Property Committee;

- Report on any reviews undertaken;

- Report on the functioning of the Committee and make recommendations for any improvements to the composition or procedure of the Committee.

8. Professional Standards

The members of the Property 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. Up to date guidance on the relevant policies may be found in the Diocese of Norwich Handbook for Committee Members.