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# TERMS OF REFERENCE

## GLEBE COMMITTEE

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### Record of Amendments

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## **Glebe Committee**

### **Terms of Reference**

#### **1. Place within the Diocesan Organisation**

The Glebe Committee reports to the Asset Management Committee. The independent companies NDBF Easton Limited and Norwich Glebe Property Limited report to the Glebe Committee. These companies are briefly described in appendices to this document.

#### **2. Role**

The Glebe Committee is responsible for:

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

#### **3. Duties.**

The duties of the Glebe Committee are:

- To work to the strategy agreed with the Asset Management 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 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 Asset Management Committee ;
- To oversee the utilisation of Norwich Glebe Property Limited
- To oversee the utilisation of NDBF Easton Limited

The day to day functions are delegated to the Director of Property of NDBF and the Glebe Surveyor.

#### **4. Composition**

The Glebe Committee shall consist of seven members including the Chair and a member of the Bishop's Senior Staff or a nominated member of the clergy. Members should have experience in land or property management and are appointed in consultation with the Nominations Committee.

The Chair is appointed by the Bishop's Council of Trustees in consultation with the Nominations Committee and with the agreement of the Bishop of Norwich.

In attendance

- The Diocesan Secretary (who shall provide the secretariat)
- The Director of Property (oversees Glebe as part of role)
- The Glebe Surveyor

#### **5. Tenure**

All members of the Glebe 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 Glebe Committee.

#### **6. Meetings**

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

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

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 Property or the Diocesan Secretary. The Chair will also review the contract of the Glebe Surveyor with the Director of Property. 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 Glebe Committee shall send a copy of its minutes to the Asset Management Committee after each meeting with a covering paper/ overview.

7.2 The Glebe Committee shall prepare an annual report to the Asset Management Committee to include:

Report on the work of the Committee to show effective management of Glebe assets in relation to Diocesan needs;

Report on reviews of specific areas of the Committee's work and effectiveness;

## **8. Professional Standards**

The members of the Glebe 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.

## **Appendix – Companies Reporting to the Glebe Committee**

### **NDBF Easton Limited**

This company was set up on 4 April 2014 as a wholly owned subsidiary of NDBF. It is VAT-registered which enables specific areas of land owned by the company to be elected for VAT as part of a development project. This in turn enables recovery of VAT expended in the course of developing and disposing of the land.

The company holds former glebe land. By placing the land in the company's hands as diocesan rather than glebe land, the stake in the property development consortium of which NDBF Easton Limited is a part has been ring-fenced, insulating the NDBF against any liabilities arising from the housing development project.

### **Norwich Glebe Property Limited**

This is the glebe subsidiary company. It is a private limited company and is wholly owned by NDBF. At the moment, the only property owned through this company is a commercial warehouse property in Aylsham Road, Norwich.