

THE DIOCESAN PROPERTY COMMITTEE

Terms of Reference

The Diocesan Property Committee shall be a sub-committee of the Bishop's Council and it shall act as the Diocesan Glebe Committee and also the Diocesan Parsonages Committee. The task of the Committee shall be:

- To set policies and give governance to the management of the diocesan glebe portfolio as prescribed by the Glebe and Endowments Measure 1976.
- To set policies and act in connection with the provision and maintenance of housing for clergy and others working in furtherance of the objects of the Board (in accordance with the Repair of Benefice Buildings Measure 1972 and the Parsonages Measure 1938 as amended).

Both the Glebe Committee and the Parsonages Committee have a constitution and responsibilities set down by Measure and although they are legally two separate committees it is planned that, like the Bishop's Council, their operation together as the Diocesan Property Committee shall be seamless

Procedure and Accountability

The Committee shall regulate its own procedure subject to:

- The Church Commissioners' approved schemes
- Any requirements or constraints imposed by the Repair of Benefice Buildings Measure 1972
- Any requirements or constraints imposed by the Endowments and Glebe Measure 1976
- Any directions of the Bishop's Council
- Any directions of the Synod

As a sub-committee of the Bishop's Council, the Committee will forward its minutes to the Council after approval by the chairman of the Committee.

Providing clear policies and sound governance the Committee, working through its appointed officers and agents, will:

- Manage the glebe portfolio to provide best returns as set down in the Endowment and Glebe Measure 1976.
- Receive regular financial and survey reports, all as generally described in the Repair of Benefice Buildings Measure 1972.
- Consider the replacement of unsuitable parsonage houses.
- Consider the future of houses affected by pastoral reorganisation.
- Buy and sell houses as and when required.
- Consider and make recommendations regarding policies relating to the provision and occupation of houses.
- Deal with tenancy agreements for vacant properties.
- Carry out periodic surveys.
- Arrange insurance and pay rates on parsonage houses, houses for assistant curates, dignitaries and certain other diocesan staff.

- Execute works of repair, exterior and interior decoration, improvement, demolition and construction.
- Prepare annual budget submissions for consideration by the Finance Committee for both capital and revenue expenditure and, once approved to monitor income and expenditure on a regular basis.
- Consider any matters referred to the Committee by the Synod or the Bishop's Council.
- Make the appointment of agents including the Glebe Agent, the Diocesan Surveyor and other consultants.
- Advise the Bishop's Council on any matter referred to it, including the use and disposal of redundant churches in accordance with any matter referred under the Dioceses Pastoral and Mission Measure 2007.

Membership of the Diocesan Property Committee

- i. A Chairman, appointed on the invitation of the Diocesan Bishop by the Bishop's Council at its first meeting in each triennium
- ii. The Archdeacons
- iii. Two members of the Bishop's Council appointed by the Council at its first meeting in each triennium
- iv. One member of the clergy elected by the House of Clergy of the Synod
- v. One lay person elected by the House of Laity of the Synod
- vi. Two clergy spouses appointed by the Committee
- vii. Up to three co-opted members appointed by the Committee

The total membership shall be no more than twelve

In attendance: the Secretary will be the Diocesan Secretary or a deputy

The Committee shall at its first meeting:

- Appoint a Vice Chairman
- Appoint two clergy spouses to the Committee
- Consider the co-options of up to three further members who shall bring relevant knowledge and expertise to support the work of the Committee

No business shall be transacted unless a quorum is present. The quorum is one third of the total actual membership at the time.

GENERAL

A majority of the members of any of the sub-committees of the Bishop's Council shall be members of the Synod.