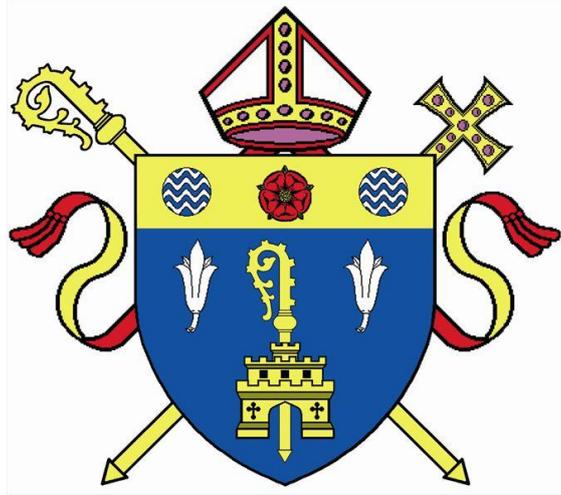


## TERMS OF REFERENCE

### LANCASTER DIOCESAN TRUSTEES PROPERTY COMMITTEE



### Lancaster Roman Catholic Diocesan Trust

*November 2015*

#### **1. Introduction:**

- a. The Trustees of the Lancaster Roman Catholic Diocesan Trust (hereafter known as ‘the Trustees’), through their Chair, the Bishop of Lancaster (the Bishop), appoints a (Sub) Committee of individuals with appropriate skill, commitment and expertise to act on their behalf in relation to all matters concerning the property business within the Diocese of Lancaster (with the exception of schools) and delegates to this (Sub) Committee the powers set out in these Terms of Reference.
- b. This Committee is known as the ‘Trustees’ Property (Sub) Committee’ (hereafter known simply as ‘the Property Committee’).

#### **2. Membership & Accountability**

The following rules are relevant to the membership of the Property Committee:

- a. The Property Committee is directly accountable to the Bishop and Trustees of the Diocese.
- b. At least three members of the Property Committee are to be Trustees of the Diocese.
- c. The Chair of the Property Committee is to be appointed by the Bishop.
- d. In accepting the Bishop’s appointment to the Property Committee, individuals accept these Terms of Reference.
- e. The term of office of individual members is prescribed in the Bishop’s Letter of Appointment to each member.
- f. An appointment may be withdrawn at the Bishop’s discretion.
- g. On completion of a term of office re-appointment will be at the discretion of the Bishop.
- h. A member may be disqualified from membership of the Property Committee if they fail to attend two consecutive meetings without giving apologies.

#### **3. Principal Functions**

The Property Committee will be responsible for:

- a. Advising the Bishop and the Trustees in respect of the management, maintenance and any proposed alteration to land or buildings owned or used by the Diocese.

- b.** Receipt (via the approved form) through the Diocesan Property Office, of all proposals relevant to the repair, maintenance or alteration (to include new acquisitions, new builds and sales) of Diocesan properties (involving a total cost exceeding £5,000 in respect of parish properties). A copy of each form should be sent to the Financial Secretary.
- c.** Consideration of the quality and estimated cost of proposals mentioned above and recommending to the Trustees as to whether the proposal has been adequately planned, meets pastoral needs, represents value for money and where appropriate, complies with liturgical law and practice. Where a recommendation is not supportive of the proposal, the parish priest should be notified by the Property Committee and given the opportunity to appeal to the Board of Trustees.
- d.** The Property Committee can authorise proposals for expenditure up to £25,000 - as long as the Finance Committee concur. These decisions must be reported to the next meeting of the Diocesan Trustees.
- e.** Proposals involving expenditure over £25,000 must be presented to the Trustees with a full explanation and recommendation. The Trustee body will make such decisions based upon the recommendations of both Property and Finance.
- f.** Ensuring that parishes arrange for all property to be inspected annually, and professionally surveyed whenever appropriate, for the safety of users, the public or for the preservation of the property.
- g.** Supporting, as appropriate, the Diocesan Health & Safety (Sub) Committee of the Trustees and Co-ordinator in ensuring that all parishes are aware of relevant health and safety responsibilities and compliant.
- h.** Consulting with the Bishop on all matters concerning liturgical re-ordering.

It is also noted that:

- i.** Unless stated in these Terms of Reference the Property Committee has no other delegated authority and can only make recommendation to the Diocesan Trustees.

#### **4. Meetings**

- a.** Meetings are called by the Chair of the Property Committee only or in his absence with his consent or if incapacitated with the consent of the Bishop.
- b.** Only the appointed Chair is to chair each meeting of the Property Committee or if incapacitated – this function may be carried out, on occasion, by another Trustee member of the Property Committee.
- c.** Meetings will normally take place at least monthly with the date and time to be agreed by consensus of the members of the Property Committee.
- d.** The times of meetings will be flexible to take account of members work commitments so that all are able to attend.
- e.** Meetings will usually be held at the Pastoral Centre, Balmoral Road, Lancaster but may be held at any other suitable agreed venue.
- f.** If a member of the Property Committee wishes to add a topic to the agenda a request should be sent to the Chair at least 10 days prior to the meeting. The Chair will decide on its inclusion.
- g.** If a member of the Property Committee identifies a possible ‘personal conflict of interest’ on the agenda, he or she should make a declaration to this effect. They should exit the meeting whilst the issue is discussed so as to safeguard themselves. The minutes of the meeting should reflect this protocol.
- h.** Invited persons may attend as observers or advisers but should be asked to leave the meeting prior to any discussion of a sensitive or confidential nature.

#### **5. Voting**

- a.** All appointed members, but not officers, are eligible to vote. The Chair will have the casting vote.
- b.** A meeting will be quorate if at least two Trustees are in attendance.

## 6. Secretary

- a. A minute secretary, who may be one of the Property Committee members, will be appointed by the Chair of the Property Committee.
- b. The secretary will be responsible for issuing agendas, collation and distribution of papers and taking minutes of all meetings held.

## 7. Minutes

- a. The minutes are to include a record of all decisions taken and recommendations made to Trustees.
- b. Minutes are to be approved by the Chair of the Property Committee and presented to the next meeting of the Diocesan Trustees for their review and consideration.
- c. It is to be presumed that minutes are confidential to the Trustees and members of the Property Committee unless otherwise stated.

## 8. Finally

- a. The Bishop and Diocesan Trustees may amend these Terms of Reference, after consultation with the Property Committee, at any time.
- b. The Bishop and Diocesan Trustees will review these Terms of Reference on or around 1 November 2016.
- c. These Terms of Reference are approved *ad interim* (for 12 months) by the Bishop and Diocesan Trustees on 13 November 2015.

**Approved by the Trustees and Signed by:**

+ *Michael Campbell OSA*

✠ Michael G Campbell OSA  
Bishop of Lancaster

Date: 13 November 2015



*Robert P Billing*

Notary:

*The Rev Robert Billing, Bishop's Secretary & Secretary to the Trustees*