**Property Committee & Trustee meeting dates**

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| **Date of**  **Trustee Meeting** | **Date of Property**  **Committee** | **Deadline for Full Papers** |
| 05/11/2019 | 16/10/2019 | 04/10/2019 |
| 07/01/2020 | 20/11/2019 | 11/11/2019 |
|  | 18/12/2019 | 09/12/2019 |
| 03/03/2020 | 22/01/2020 | 13/01/2020 |
|  | 19/02/2020 | 10/02/2020 |
| 05/05/2020 | 25/03/2020 | 16/02/2020 |
|  | 22/04/2020 | 13/04/2020 |
| 07/07/2020 | 20/05/2020 | 11/05/2020 |
|  | 24/06/2020 | 15/06/2020 |
| 02/09/2020 | 22/07/2020 | 14/07/2020 |
|  | 19/08/2020 | 11/08/2020 |
| 03/11/2020 | 23/09/2020 | 15/09/2020 |
|  | 21/10/2020 | 13/10/2020 |

The Property Manager *must be contacted in advance of a formal Trustee application* as a visit to site is usually needed. The Property Office can assist with advice for achieving your objectives prior to submitting a formal application, on possible alternatives and may be able to shorten the process.

No approach should be made to any Local Authority or to the Historic Churches Committee without first consulting with and obtaining approval from the Property Office.

Projects and work to unlisted buildings costing £5,000 or less may be carried out with the agreement of the Priest. Property projects over £5,000 up to £25,000 will require approval from the Property and Finance Committees. Projects over £25,000, or proposals for lease/ sale/purchase of property require approval of the Trustees following recommendation by the Property and Finance committees. A written proposal must include an application form (available on the diocesan website), be signed by the parish priest and be accompanied by a cost plan or three comparable quotations where appropriate.

The Property Committee meet monthly during the third week of each month. The Finance Committee meet on the third or fourth week of the month prior to the bi-monthly Trustee meeting. The Trustees meet in January, March, May, July, September, and November, on the first Tuesday of the month.

Approvals must be normally be implemented within of 12 months of the date approved - otherwise this will lapse and a new submission will have to be made to the Trustees for an extension of this time limit.

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