



Charitable Incorporated Organisation

Registered charity number: 1207878



Trustees Property Committee: Terms of reference

The Cymar property committee will be subject to the guidance given in Quaker Faith and Practice (Edition 5) chapters 14 and 15 as appropriate.

Overall Purpose

The overall purpose of the Committee is to:

- take a strategic overview of the property needs of and the properties owned by Quakers in Wales and the Marches;
- advise on major items of upkeep of the fabric, structural alterations and other significant capital works to all our buildings;
- manage the financial arrangements in order to do this;
- liaise closely with local meeting property and finance committees and steering groups for major projects;
- have oversight of the burial grounds within the area covered by Cymar, in liaison with local meetings where appropriate
- to report regularly to Trustees on the above matters.

Initial Action

To ensure and oversee the transfer of properties from the Area Meetings to Cymar.

Membership, Powers and Operations

The Committee will be appointed by Trustees of Cymar (as permitted by clause 17 of the Constitution of Cymar), and will report to them at every trustee meeting.

The Cymar Treasurer will be a member of the Committee by virtue of his/her role. The Committee will be convened by a Trustee.

The Committee will have 4 members as a minimum, who should be Cymar trustees from each of the constituent Area Meetings, and the power to co-opt additional members as and when deemed necessary, to enable good use to be made of the specialist skills, knowledge and gifts available within our Area Meetings. Members may be co-opted for a period of up to one year, or until such time as their

membership may be confirmed by a full meeting of Cymar trustees.

Others may be invited to attend meetings on an ex-officio basis as a part of their duties within our Area and Local Meetings, or as a result of their professional skills and services to the trustee body.

Members will be appointed for up to four years, and will be eligible for re-appointment for a second term of four years. Thereafter, there must be a break of service of at least one year. An orderly rotation of members will be arranged.

Meetings of the Committee will be held in the manner of Friends and minutes made and agreed in the meetings.

There must be a minimum number of 3 members of the committee at each meeting. At least two Trustees must be present at all meetings of the Property Committee.

The Committee may make decisions in meetings or via email, video conference, telephone, or other electronic methods, in consultation with members of the committee, including at least two Trustees. Any decisions made on a between meetings basis should be in accordance with the trustees between meetings policy and should be properly minuted at the next meeting of the committee.

The Committee may delegate tasks to individual members of the committee.

The Committee will have the power to make decisions on matters relating to the Cymar estate as defined in the responsibilities outlined below.

The Committee will liaise with and oversee the work of the LM property committees and any steering groups (currently Cardiff) carrying out major redevelopment projects.

Members of the Committee must be willing to become familiar with all Cymar property assets. Collectively, the Committee will develop mechanisms to maintain close and effective contact with each of our Local Meetings via the partner trustees.

The Committee requires the LM property committees and steering groups to keep them informed of all issues relating to their meeting houses, including sending copies of minutes of all their meetings.

Duties of the Committee:

- i) take an overview of Cymar's property needs and advise the Trustees on how these might best be met;
- ii) liaise with LMs and AMs where decisions about sale and/or purchase of properties may be necessary. All such decisions will depend on the discernment of the LM and relevant AM as well as Cymar. Cymar property committee will offer support and guidance responding to the decisions made by a general meeting of Cymar once that has been guided by the LM and AM concerned.

- iii) build links with the property committees of each Local Meeting and aim to work cooperatively with them;
- iv) develop a shared approach for the planned maintenance of all Cymar properties;
- v) write and regularly review such other documents, policies, memoranda of understanding etc as may be required to enable the effective operation of property matters within Cymar
- vi) consolidate data on the Cymar estate and review this at least annually;
- vii) arrange for the quinquennial inspection of each of our meeting houses and ensure that all recommendations for urgent action are acted upon, within our resources and delegated authority, working closely with the relevant LM property committee;
- viii) plan non-urgent action in relation to the refurbishment and maintenance programme, in the context of available resources, and in consultation with LM property committees;
- ix) monitor the Cymar Property Pool (as it evolves) advise the Treasurer and Trustees on its use;
- x) take advice on compliance with all legislation and regulations and advise Trustees of any concerns;
- xi) ensure that appropriate advice is offered to each Local Meeting in relation to all relevant legislation & regulations (e.g. fire regulations and equal access);
- xii) encourage and support each Local Meeting to regularly undertake an environmental audit, and in considering the environmental consequences of the decisions taken in relation to our buildings, as required by our Environment and Sustainability policy.
- xiii) Authorise work as agreed in the Cymar annual budget, and with discretion to approve individual items of non-budgeted expenditure up to the value of £5000;
- xiv) ensure that any major work on buildings that requires planning permission, and in the case of listed buildings, that require listed buildings consent, receives these permissions and approvals. It will generally be the responsibility of the LM, through their property committee, to apply for these in detail.
- xv) liaise with and support LM's that do not have their own property with their accommodation requirements

xvi) ensure that all burial grounds are maintained in a safe, respectful and appropriate manner, as far as is practical, in liaison with local meetings or present owners or leaseholders of the land as is necessary.

Relevant sources of information:

[Property advice | Quakers in Britain](#)

[property-guidance-sheets-2019 \(quaker.org.uk\)](#)

Appendix 1: Relevant Objects and Powers of Cymar as given in the Constitution:

The objects of Cymar include:

6. maintaining and developing Quaker meeting houses as places for public worship and from which to carry our witness into the world;

The Powers of Cymar include:

5. buy, take on lease or in exchange, hire or otherwise acquire any property, and to maintain and equip it for use;

6. sell, lease or otherwise dispose of all or any part of the property belonging to the CIO (but in exercising this power, the CIO must comply as appropriate with sections 117 and 119-123 of the Charities Act 2011));

8. charge the whole or any part of its property as security for the repayment of the money borrowed (but the CIO must comply as appropriate with sections 124 and 125 of the Charities Act 2011 if it wishes to mortgage land);

16. trade in the course of carrying out the objects of the CIO and carry on any other trade which is not expected to give rise to taxable profits;

2024.06.17 Accepted by Cymar Trustees

