**Thumbnail outline of Property Committee**

The Property Committee holds all the functions of the Parsonage Board, delegated to it by the Bishop’s Council of Trustees acting as the executive board of the Norwich Diocesan Board of Finance.

The Property Committee reports to the Finance Committee and undertakes the provision, maintenance, upkeep, and improvement of Parsonage houses; considerations of acquisition and disposal or exchange of Parsonage houses and letting such houses during vacancies. The Committee also deals with the charity’s own properties. Currently there are around 260 properties located throughout the diocese.

The Property Committee is responsible for:

* Ensuring that the Parsonages Board meets its statutory duty under the Church Property Measure 2018 and undertakes the repair and maintenance of parsonage property.
* Ensuring that the Parsonages Board meets its statutory and legal duties to comply with all legislative requirements to both parsonage properties and board owned properties.
* Providing for improvements to parsonage property where appropriate.
* Providing for repair, maintenance and improvements to other Diocesan property.
* Keeping under regular review the energy efficiency of the Diocesan housing stock.
* Replacement of unsuitable houses where appropriate and possible, in consultation with the Asset Management Committee.
* Exchanging current parsonage property for replacement property, in consultation with the Asset Management Committee and with due consideration to ministry requirements, location, running costs, environmental performance, building costs and all other relevant factors.
* Disposal of redundant parsonage property in consultation with the Asset Management Committee.
* Realising the development potential of parsonage property, in consultation with the Asset Management Committee
* Liaising with the Asset Management Committee to ensure that the combined value of adjacent sites is maximised.
* When a decision has been made to sell, exchange or acquire a parsonage property, oversight of the process.
* Letting houses during vacancies where appropriate.

Ideal knowledge and skills required:

* Experience of residential property management
* An interest in enhancing the welfare and security of our clergy families and rental occupiers
* Property and building construction
* The tendering process and awarding of building contracts using JCT minor works contracts
* Property legislation relating to purchase and sale of residential property
* Landlord and Tenant Act and legislation relating to leasing of residential property
* We are seeking at least one member of the committee who will be an ordained member of clergy who is beneficed in the Diocese of Norwich

Members of the Property Committee will be appointed for a three-year term and may serve up to two further terms, serving no more than nine consecutive years.

The terms of reference state the Committee meets a minimum of 6 times a year. Currently, the Committee is due to meet 9 times in 2025 and the planned dates for 2025 are:

* 30 January
* 6 March
* 10 April
* 5 June
* 23 July
* 4 September
* 9 October
* 13 November
* 17 December

All meetings are currently held at Diocesan House in Easton from 14:00-15:30.