

## **Advisory Committee on Property**

### **TERMS OF REFERENCE**

1. The Advisory Committee on Property (A.C.P.), a sub committee of the Quaker Finance & Property Central Committee, shall be the central advisory body to Monthly Meetings and other owning bodies within Britain Yearly Meeting relating to meeting houses and other property used for the purposes of the Society (including burial grounds and trust property). It is charged with gathering together the knowledge and experience of Friends in relation to their ownership and use of property and to ease the task of keeping such property in good order so it may be used as an asset to further the life and work of the Society in Britain.
2. The ACP may be able to advise on property matters relating to redundancy, demolition, sale, lease, purchase, alteration, extension, historic buildings, repair maintenance of existing buildings and new building. Advice may be given on matters relating to any proposed development which could affect the setting of a meeting house or other building. The ultimate decision on any of these matters must rest with the managing trustees.
3. The ACP shall be responsible for the continued updating and publication of the 'Meeting Houses Handbook' , which will include examples of good ideas of design and building techniques which have been successful.
4. The ACP should advocate the need for the establishment of schemes of quinquennial surveys of all property owned by Friends in Britain Yearly Meeting.
5. The ACP will not deal with funding aspects relating to Meeting Houses and other property. Fund raising matters remain with the managing trustees, and can be referred to the Meeting Houses Fund Committee, as necessary. The latter may take into account any observations made by the ACP, and the timing of the two committee meetings should be co-ordinated.
6. The ACP should seek to help local Friends with responsibility for historic Meeting Houses, so that they can plan for the demands put on them by visitors and thus take full advantage of the potential for outreach which is offered by these buildings. In this regard liaison with other committees and groups, as may be necessary.
7. The ACP will normally consist of six to nine Friends each serving for three years, one of whom is to act as Clerk, with one third appointed each year by the nomination sub- committee of the Finance and Property Committee in consultation with the Clerk of the Advisory Committee on Property. The nomination sub-committee should seek to ensure that new members of the ACP include the right balance of Friends with professional or technical experience and knowledge of building and property, as well as commitment to the Society of Friends. Members of the ACP should not themselves be available to Friends for hire or reward but travelling and other associated expenses should be paid by those seeking advice. The ACP should be responsible to the Finance and Property Committee and report to them annually. A member of staff serving the Finance

and Property Committee will serve as a link with the ACP and carry out some servicing but the ACP itself should be responsible for the functions listed above. The Committee should normally meet four times a year and co-ordinate with meetings of the Meeting Houses Fund Committee.

8. It should be clearly understood by local meetings that any advice given is on a goodwill and non-professional basis

#### **ACOP 1.6.09**