



Central England Quakers
Trustees' Property Committee

The Rôle of a PROPERTY LINK FRIEND (PLF)

1 SUMMARY

- 1.1 Formal liaison between local meetings and local branches (the users of Meeting Houses and other buildings) and Central England Quakers' Trustees (the owners) is between their Clerks.
- 1.2 The care of CEQ Meeting Houses and other premises is usually delegated for action to local Premises Committees. The PLF is the Premises Committee's informal point of contact with Trustees. In cases where there is no Premises Committee, the PLF will be the informal point of contact with the business meeting of the LM/LB.
- 1.3 In all cases, the PLF should be in contact with the Friends or employees with delegated duties for issuing instructions relating to property.
- 1.4 The PLF should keep the Link Trustee informed of matters relating to "compliance, prudence and care".
- 1.5 This document needs to be considered together with the Terms of Reference for local Premises Committees, where procedures for delegation are recorded.

2 APPOINTMENT

- 2.1 Property Link Friends will be a member of the Trustees' Property Committee and are appointed by the committee. Each member of the committee may look after up to three local meetings and other branches (LM/LBs). These appointments are reviewed every three years.

3 DUTIES

- 3.1 PLFs should have a flexible and informal approach, be willing to be listen to, or be involved in, discussions or an exchange of ideas about a project or problem - without necessarily being expected to make a particular contribution
- 3.2 PLFs should direct the Meeting to sources of general or specific advice, guidance or support as required.
- 3.3 PLFs should keep lines of communication open for the LM/LB Clerk, or Premises Committee Convenor, to provide information about matters that might affect the value of the property, and about decisions where the guidelines for Premises Committees are not being followed for any reason.
- 3.4 PLFs who are also CEQ trustees may be party to the signing of a contract over £10,000, or a lower sum if requested, but normally the Link Trustee should sign.
- 3.5 PLFs should receive copies of Premises Committee agenda and minutes and any relevant accompanying papers or notes of their meetings. Meetings that deal with property matters in local Meetings for Church Affairs should send the relevant minutes to the PLF.

- 3.6 When a Meeting is considering a major project, or major routine maintenance, or having serious property difficulties, the PLF should be available to talk informally about it to the Clerk, or their Premises Committee convenor, at an early stage.
- 3.7 PLFs should come prepared to speak to the Property Committee, or to full Trustee meetings, about the work needed at their link Meetings, or should provide a written report if they are prevented from attending the meeting.
- 3.8 PLFs should inform local Meetings, through both their Clerk and the Premises Committee convenor, about any relevant general points which arise at Trustee's Property Committee meetings.
- 3.9 PLFs should read all documents relating to the property, including the Annual Questionnaire, the Quinquennial report, reports about the property and Risk Assessments. They should query anything which is not clear or may require major action.
- 3.10 PLFs should take an interest in the financial planning for work to be undertaken, particularly if help is likely to be required from the Building Fund, and liaise with the Property Treasurer about future applications for funding.
- 3.11 When building work is commissioned, the PLF should take an active interest so as to be aware of problems with, payments to, or disputes with, contractors. During the course of a major contract the PLF should, where possible, make occasional site visits, so as to be fully aware of the progress of the work. In cases where an agent is employed, the PLF should ask for progress reports from the agent.

4 MEETINGS

In addition to attending meetings of the Property Committee, PLFs may ask, or be asked, to attend meetings of LM/LBs when a project is being discussed.

5 OTHER RELEVANT DOCUMENTS

This document should be read in conjunction with the Terms of Reference of CEAQM Trustees and the CEAQM Trustees' Finance Committee.

6 Quaker faith and practice reference

Chapter 15