

The Cotteridge Church
Terms of Reference
Property Development Working Group

Aims and Objective

The Property Development Working Group reports to the Finance, Property and Management Committee and works on its behalf to oversee all processes to redevelop The Cotteridge Church buildings, in pursuit of the following objectives:

1. To determine how the buildings may be used to support the church's mission and produce suggestions for future development of the church building, both internal and external.
2. To submit ideas and plans, together with costings to the Finance, Property and Management Committee for discussion.
3. Upon submitted plans being approved, the group are to work closely with the chosen architects and contractors.
4. Where there is the possibility of funding grants, the group are to arrange for the applications to be submitted. Funds are to be in place before any phased building works are sanctioned.

Membership

The Property Development Working Group will consist of a minimum of five (5) members. The Minister is an *ex officio* member.

The Finance, Property and Management Committee will appoint the Chair, Treasurer and remaining members to ensure that the minimum number is met.

A minute secretary will be chosen by the Working Group.

Ordinary members will serve for a period of three years, commencing on the date of their first meeting of the Property Development Working Group and cannot serve again for a period of one year after their term has expired, except if approved by the Finance, Property and Management Committee.

Meeting Procedures

Meetings of the Property Development Working Group will usually be held every two (2) months, or as required although extraordinary meetings may be held more frequently at the request of the Finance, Property and Management Committee.

A meeting of the Property Development Working Group will not be deemed quorate unless a straight majority of members is present. A straight majority is deemed to be fifty one percent of the membership or the nearest whole number of members higher than fifty one percent.

In the case of a tied vote the Chair has a casting vote.

If the Chair is not present at the meeting an extraordinary Chair will be selected by majority vote of the members present.

The Chair is responsible to ensure that:

- The Property Development Working Group meets its Terms of Reference.
- An agenda and papers for each meeting of the Property Development Working Group is set and distributed at least one week before the date of the meeting.
- Membership periods are monitored.
- A Report is provided to the Finance, Property and Management Committee every two months on the status of the objectives of the Property Development Working Group and any decision required by the Finance, Property and Management Committee, ensuring any required decisions are accompanied by a description of the need for decision and any financial, staffing or volunteering impact. The report should be presented in a format standard for all WGs, agreed by JCC.

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The Minute Secretary is responsible to ensure that:

- Minutes are taken of all the Property Development Working Group meetings, and then distributed to the Working Group's members.

The Treasurer is responsible for:

- Submitting a budget to the Finance, Property and Management Committee for review (in turn to be ratified by JCC) before the beginning of each new financial year.
- Continuously monitoring performance against budgets throughout the financial year, and prepare financial updates to each meeting of the Property Development Working Group.
- Submitting regular reports on performance against budgets to the Finance, Property and Management Committee, with a financial year end report for review (in turn to be ratified by JCC).

Finance

The Property Development Working Group is authorized to raise monies to enable the pursuit of its objectives only, and must submit an estimated budget to the Finance, Property and Management Committee each year for ratification. Funds are to be in place before any phased building works are sanctioned.

During the year, the Property Development Working Group will regularly review the performance against budget and report to the Finance, Property and Management Committee (in turn to be ratified by JCC at financial year end).

The Property Development Working Group is authorised to spend up to £500 each financial year, in pursuit of its aims and objectives without recourse to the Finance, Property and Management Committee for approval. Any decisions that have implications over more than one year should be approved by the Finance, Property and Management Committee (in turn to be ratified by JCC), including:

These Terms of Reference are authorised by

Chair of Finance, Property and Management Committee

Date _____