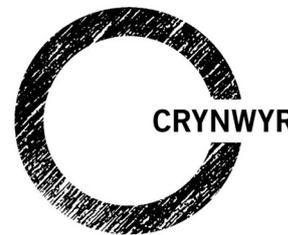


THE RELIGIOUS SOCIETY OF FRIENDS  
(Quakers) IN BRITAIN



THE SOUTHERN MARCHES AREA QUAKER MEETING  
CYFARFOD CRYNWYR RHANBARTH Y GORORAU DEHEUOL

Address: 2 Llangenny Lane, Crickhowell NP8 1AN

Email address: [amcorrespondence@smquakers.org.uk](mailto:amcorrespondence@smquakers.org.uk)

Registered charity number: 1134528

*The object of Southern Marches Area Quaker Meeting is the furtherance of the general religious and charitable purposes of the Religious Society of Friends (Quakers) in Britain in the area of Southern Marches Area Quaker Meeting and beyond.*

## Property Policy

Date agreed by Trustees: 22<sup>nd</sup> September 2019

Date for presentation at Area Meeting: 11 January 2020

Date agreed by Area Meeting: 11 January 2020

Date for Review: September 2022

- 1 This Property Policy should be read in parallel with the Memorandum of Understanding (MoU) between Trustees, Area Meeting and Local Meetings and the Area Meeting Finance Policy (SMAQM – FP) agreed at Area Meeting 9 March 2019 and with reference to Quaker Faith and Practice (QF&P) Fifth Edition.

Property Advice (BYM – PA) pertinent to this policy document is available on the BYM website at:

<https://quakers-production.s3-eu-west-1.amazonaws.com/store/e2d9a7821232ecceadf864c1206de3e24991088060d2e016332515e9a51d>

- 2 All property (including Meeting Houses, Burial Grounds and Property & Land for letting) held within SMAQM is the responsibility of all members of the Area Meeting and is managed on their behalf by the SMAQM Trustees.

### 3 Delegation of Responsibility

*Trustees are not generally able to oversee all business decisions of an area meeting. They may delegate some decision-making to local meetings, and other bodies subordinate to area meetings, while retaining overall responsibility (see QF&P [15.05.e](#)). The extent of delegation should be formally recorded and regularly reviewed. The record may be in the form of a memorandum of understanding between the two bodies (see QF&P [4.34](#)). [see also MoU]. Trustees may delegate to the constituent local meetings the responsibility for maintenance and interior decoration of local meeting houses and the general upkeep of gardens and burial grounds, subject to limits of expenditure specified, from time to time by AM Finance Committee. Such expenditure may be incurred without obtaining prior permission from the Trustees (QF&P 15.08). [see also SMAQM – FP].*

**4 Upkeep of Area Meeting's Property.** Trustees are responsible for the right ordering of the upkeep of the Area Meeting's property. Local Premises Committees should ensure that regular checks are conducted (as agreed by the Premises Committee). The annual building check should be conducted and a report sent to Trustees. Trustees will be expected to monitor, research and make recommendations. An annual review of each property should take place, which should include ensuring that appropriate records are kept. [see MoU & SMAQM – FP].

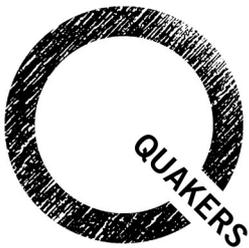
**5 Quinquennial Inspections.** Trustees are responsible for ensuring that Quinquennial Inspections of Meeting Houses are conducted by a suitably qualified person, and that appropriate plans are made to carry out any recommended work. Arrangement for this will normally be carried out by the Local Premises Committees, but the Trustees will expect to read Quinquennial Reports and keep track of any work carried out. [See BYM – PA].

**6 Local Meetings** are responsible for the proper care and maintenance of the meeting houses. AM funds are available for LM property costs that cannot be met by the LM itself. Constituent meetings contribute to this fund via the capitation fee which is reviewed annually by the Trustees and agreed by AM in session.

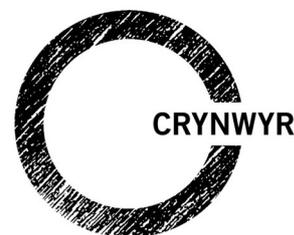
**7 Property Insurance:** Trustees are responsible for insurance, the terms of which should be adhered to.

**8 Meetings with meeting houses** are required to keep records, including:

- Records and schedules of maintenance;
- Quinquennial surveys and progress reports;
- Records of legal requirements:
  - Electrical Certification (should be conducted prior to any Quinquennial Inspection)
  - Portable Appliance Testing (PAT)
  - Annual gas checks
  - Fire safety equipment



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- Details of services to property (i.e. the supplier and the location of meters and stop taps, etc.)
- Burial ground records (if Meeting has burial ground)

**9 Meetings with Burial Grounds:** Local Meetings which have the care of a specific burial ground should ensure that it is maintained and used correctly and record such use including the location of burials. They should appoint a local Friend to be responsible for this. [MoU 6c & Qf&P 14.31, 14.32 & 17.11]

#### **10 Non Meeting House Property**

- Long term leasing shall be approved by the Trustees and the Area Meeting by minute.
- All property held by the Area Meeting should be kept in good repair, checked visually and by enquiry of the users, at least triennially.
- An annual review should be held of letting arrangements of property other than meeting houses.
- Rents should be fair, a proper contract agreed and every effort should be made to keep on good terms with the tenant.

**11 Environmental policy:** When looking to refurbish, extend, rebuild or otherwise upgrade our meeting houses and their grounds, we seek to follow sustainable and environmentally friendly principles.

**12 Disability policy:** The Area meeting is committed to making reasonable adjustments to their properties in order to remove or reduce barriers which prevent or hinder disabled people from participating in all aspects of Quaker life.

This reference document should be reviewed annually, with reference to any new advice published by Britain Yearly Meeting and updated where necessary.

This policy was agreed by Trustees of SMAQM on 22<sup>nd</sup> September 2019 minute 19:36 a

Clerk of Trustees

Accepted by Southern Marches Area Quaker Meeting on 11 January 2020, AM20/18

Clerk of Area Meeting