

ST ALBANS DIOCESAN BOARD OF FINANCE

CHAIRMAN OF THE PROPERTY COMMITTEE

THE PROPERTY COMMITTEE'S WORK

The Property Committee is a statutory committee of the Board of Finance and is charged with managing 238 parsonage houses and 36 corporate properties. The budget is approximately £1.9 million and the book value of the properties £74million. The Committee's main purpose is to ensure that appropriate accommodation, in the right location, is provided for clergy and their families to enable them to serve their parishes. The budget is managed to ensure that the houses are properly and economically repaired and improved to preserve the housing stock and to maintain clergy morale. If necessary, and possible, replacement houses are provided through purchase or building.

THE CHAIRMAN'S ROLE

The post of Chairman is now available as the current Chairman who has served for 12 years is standing down. The person appointed will be expected to chair seven Property Committee meetings a year and to convene the occasional sub-committee meeting. The committee meetings are at 10.30am normally on Tuesdays or Wednesdays. In addition the Chairman is a member of the Diocesan Synod which meets three times pa on a Saturday, the DBF which meets four times pa at 5.30pm usually on a Tuesday, and the General Committee which meets five times pa at 8.30am on a Tuesday. Usually, meetings are held in the Board room at Holywell Lodge in St Albans. In addition, the Chairman will on occasion visit properties with the Estates Secretary and the Archdeacons.

The Committee as constituted allows for the three Archdeacons, the Chairman and the vice-Chairman of the DBF to be ex-officio members although only the Archdeacons attend. There is also provision for there to be six clerical, six lay and two co-opted members. The Bishop also nominates two members one of whom is the Chairman. The Committee is serviced by the Estates Secretary and her staff. The Diocesan Surveyor, appointed from Rumball Sedgwick, plays a key role in the management of the properties and he attends all Committee meetings. The Diocesan Secretary attends most meetings as well.

REQUIREMENTS

1. Experience of chairing meetings
2. Sympathetic to the wider aims and priorities of the diocese
3. A pastoral concern for the clergy and their families
4. Financial acumen including experience of managing budgets and the allocation of limited resources
5. Experience of working with professional advisors

It is not expected that the Chairman will be professionally qualified in property or estates management. However they will be expected to be familiar with, or be willing quickly to become familiar with, the demands of property management.

TERMS AND CONDITIONS

The post of Chairman is voluntary. Travelling expenses are reimbursed at the rate of 40p per mile.

The appointment will be for an initial period of three years starting on 1 January 2010.

The current chairman, David Cansdale, is happy to provide further information. He can be contacted on 01923 448161 or dandj.cansdale@ntlworld.com

Further information can also be obtained from the archdeacons, or from the Estates Secretary (email mmanders@stalbans.anglican.org)

APPLICATIONS

Applications including a c.v., expressions of interest, or suggestions for potential appointees should be sent to the Diocesan Secretary, Holywell Lodge, 41 Holywell Hill, St Albans AL1 1HE (e-mail spope@stalbans.anglican.org) by Friday 20th November 2009.