

Property Protocol between Cymar Trustees and Local Meetings covering the care of property and burial grounds

1. Definitions

Cymar – the name of the Charitable Incorporated Organisation that includes the 4 Area Meetings, and their Local Meetings, within Wales and the Marches, as well as Crynwyr Cymru – Quakers in Wales. The trustees of Cymar are drawn from the 4 Area Meetings.

Cymar Property Committee – a sub-committee of Cymar Trustees, made up of trustees from each Area Meeting, plus others co-opted for reasons of local knowledge or skills and experience

Local Meeting Property/Premises Committee /Group/Contact (the name is personal to the Local Meeting) In this document we refer to it as LMP.

Worker – employee, contract for services holder or volunteer

Hiring – casual arrangements to use rooms in a MH

Lettings/licences – agreement for exclusive use of part of a MH as a tenant

2. Purpose

The purpose of this Property Protocol document is to build on the Property Memorandum of Understanding to detail the responsibilities of Cymar and each Local Meeting to ensure that the property is appropriately maintained, all statutory requirements are met, and that all hiring and leasing of the property is correctly carried out.

3. Care and Maintenance

3.1 Responsibilities of Cymar Trustees Property Committee

- To support and enable each LMP to carry out its planned annual maintenance works
- To receive an annual premises report from each LMP with property
- To schedule the Quinquennial Survey and work with the LMP to ensure that it is carried out in a timely manner by an appropriately qualified surveyor. Cymar Trustees are responsible for paying for Quinquennial surveys. The purpose of the Quinquennial survey is to safeguard the long-term future of each property by anticipating potential problems and identifying a programme of planned maintenance. The report will identify defects, probable causes, and suggest the urgency of remedy and estimated cost. The report will be supported by photographs and will indicate any areas not inspected.
- To develop a 5-year plan of necessary maintenance and renovation to cover all property within our constituent bodies. (To ensure that recommendations for major works are scheduled and budgeted for appropriately)

- To ensure suitable use of the Cymar Property Fund, where necessary. To liaise with the full Cymar Trustee body to ensure that sufficient funding is made available for improvements, repairs and renovations to our properties.
- Cymar Property Committee may approve expenditure by LMPs of between £5000.00 and £10,000 without seeking the approval of all trustees. Expenditure of over £10,000.00 must be agreed, via Property Committee, by the full trustee body.
- To review competitive quotations over £5000.00 from contractors, in conjunction with that LMP, and respond in a timely manner about decisions that result.
- To ensure LMPs consider sustainability on a regular basis

3.2 Responsibilities of Local Meeting (LMP) for Care and Maintenance

- The care and maintenance of each Meeting House is the responsibility of each LMP occupying that property, subject to the guidance and approval of Cymar Trustees Property Committee. Outsourcing might need to be considered.
- To ensure that all statutory requirements are met, the property is well maintained in reasonable condition, and is accessible to everyone.
- Provide an annual premises report to Cymar Trustees Property Committee, by the end of September each year, on the proforma provided. This ensures that high priority maintenance works can be budgeted and scheduled. The Proforma, Appendix A, is available as a separate document for completing.
- Produce a straightforward 5/10 year plan for premises costs based on Quinquennial Review, sustainability factors and LMs own awareness of need (i.e. things that need to be factored in regularly such as decorating). NB Ballpark figures not formal estimates.
- Each LM has the authority to spend up to £5000.00 on repairs without seeking the approval of Cymar Trustees Property Committee, as long as the LMP has sufficient funding available.
- All other work over the approved limit of £5000.00 must be put in a brief written note to and discussed with Cymar Property Committee, which may

approve expenditure directly, or if it is more than £10,000, will seek the approval of the full trustee body.

- Ideally, more than one competitive quote should be sought for significant expenditure. Flexibility is important and should be discussed and agreed with Cymar Property Committee. Loyal and local contractors with an established reputation may be most appropriate, especially if used successfully in the past
- Ensure that the LMP has a copy of any contractor/tradesman's insurance certificate. Ensure there is clarity about any written guarantee.
- All major expenditure for renovations or improvements should be discussed with the Cymar Trustees Property Committee. A group should be appointed to manage the project (which might include a member of Cymar Trustees Property Committee) and professional project management might be needed in special circumstances.

3.3 Health, Safety and Risk Assessment tasks

3.3.1. Cymar Trustees Health, Safety and Risk Management Trustee or sub-committee

- Prime responsibility for Health, Safety and Risk Management/Assessment rests with Trustees, who will provide a Health, Safety and Risk Management Policy and Procedures to be followed by LMPs with and without property, alongside a risk register for the whole charity and its constituent bodies and LMs.
- Cymar aims to provide a safe environment for all who use our Meeting Houses and Burial Grounds, or attend our meetings and events, including for example: our employees, voluntary helpers, contractors, Friends, visitors, hirers.

3.3.2 Local Meeting

- All LMPs are responsible for Health and Safety. They should ensure that risk assessments are kept up to date and reviewed on a regular basis, reporting all Health and Safety incidents to Cymar Trustees.
- All LMs with property are responsible for fire, electrical and gas safety, including assessments, as specified in the annual report (the proforma is at the end of this document).
- Ensure that the Health and Safety poster is displayed on notice boards (or employees provided with the appropriate Health and Safety leaflet).

4. Hiring of rooms in Quaker Premises

4.1 Purpose

The purpose of this part of the Property Protocol is to ensure that income is sought from the hiring of rooms in the Meeting House and that hiring is carried out in a way that serves the local community and is consistent with Quaker principles.

4.2 Responsibilities of Cymar Property Committee for hiring of premises

- To respect the practice of each local meeting/area meeting.
- To develop a model hiring policy and standard operating procedures to be used when helpful.
- To communicate with LMPs to ensure that their policy and procedures are followed and that hiring rates are appropriate for the area
- If deemed appropriate, to agree a discount system to enable less well funded groups and organisations to be supported and encouraged
- Ensure that Quaker Meetings, whether local or national, e.g. YFGM, QPSW etc will not be charged for the use of our premises

4.3. Responsibilities of LMP

- To appoint a person to administer bookings and ensure compliance with the hiring policy and procedures
- To set a standard hire rate consistent with local market hire rates for similar premises and to be reviewed annually. Those appointed to administer bookings do not have the discretion to vary rates.
- All hirers will be charged at the standard rate unless the local meeting has discerned that a concession is given in line with Cymar policy. This is to be recorded in the accounting system as a charge and donation back.

4.4. Responsibilities of person appointed to administer bookings (Hirings Clerk)

- To assess the appropriateness of each hirer, consulting with the LMP as necessary, taking into account:
 - ☐ Are the hirer's activities consistent with Quaker respect for that of God in everyone? Take notice of central advice, from BYM and Cymar Trustees, for example not allowing illegal activities.
 - ☐ Will the hirer's activities provide adequate protection for children and adults at risk? Do they need to have a Safeguarding Policy in place?
 - ☐ Is there any risk of violence, damage or other harm to users or to the community which may result from the hiring?
 - ☐ Is the hiring consistent with Quaker principles of respect for free speech and acceptance of different practices and belief?
 - ☐ Does the hirer need to have public liability insurance to protect themselves from claims?
 - ☐ Seek advice from the Cymar Property Committee if there is any doubt.

5. Letting of premises to tenants via a lease or licence

5.1 Responsibilities of Cymar Trustees Property Committee

- To produce a policy and procedures to cover all letting of premises.
- To produce a standard lease/licence suitable for use across all properties, but suitable for adjustment to suit individual situations
- To arrange all legal advice necessary to support Friends arranging such leases/licences
- To have oversight of the approval of tenants, in liaison with the LMP
- To sign leases on behalf of Cymar, and liaise with Friends Trust Ltd to ensure their agreement and to ensure the nominated trustees sign leases

5.2 Responsibilities of LMP

- To follow Cymar policy and procedures for letting of premises
- To promote available property within the local community as deemed appropriate, working with agents etc as needed, ensuring that a fair rent is to be proposed for the property
- To assess potential tenants, ensuring due diligence is carried out, obtain references etc in accordance with Cymar policy and procedures
- To carry out rent reviews in accordance with the agreed lease/licence
- To liaise with Cymar Property Committee as necessary to ensure tenants can be approved and all leases/licences appropriately signed and monitored
- To provide day to day liaison with the tenants and ensure that all their commitments are met
- To ensure an accident book is available and that tenants understand its purpose, what they need complete, which parts hold sensitive details (data protection) and who to liaise with in the event of an accident
- To ensure that rent payments are made at the appropriate time
- To keep Cymar trustees updated and informed on at least an annual basis, or more frequently if necessary in the event of any issues arising.

Appendix “A” (Paragraph 3.2 of the Property Protocol)

Cymar Trustees Local Meeting Annual Report on Premises and Safety

Local Meeting:..... **Compiled by:**

Date:

Last Quinquennial Survey. Date:.....

Clerk/Convenor of Property group

This report applies to the Meeting House (MH) and any associated living accommodation or other buildings within the boundary of the premises, e.g. annexes, garages, (and burial grounds) etc. You may need to complete separate reports for individual buildings where applicable.

Please only put Y/N in the first column, comments and if N/A in the second. Please fill it in electronically and email it to the co-convenors (see end)

Part 1: Outside Maintenance	Y/N	Comments
1. Are the gutters and down pipes cleaned out regularly?		
2. Are any roof valleys and down pipe gulleys kept free of leaves/ debris?		
3. Are any manhole covers lifted regularly to make sure drains are working satisfactorily?		
4. Do all downpipes and gulleys run freely without overflowing during heavy rain?		
5. Are all roof tiles and slates present, secure, complete and undamaged?		
6. Is the roof free of leaks?		
7. Is the outside of the building clear of waste/rubbish?		
8. Are the ventilation bricks/grids clear/unblocked?		
9. Is the external painting sound/ OK for the next year?		
10. Is all the woodwork free of rot/ decay?		
11. Are all locks/bolts in good working order?		

12. Is all glass and glazing free of cracks and breakages?		
13. if a lightning conductor, has it been checked this year?		
14. Are all pathways/paved areas/ ramps/ handrails in good order?		
15. Is the building free from possible threats or problems due to nearby trees?		
Part 1: Outside Maintenance cont.		
16. Are any surrounding (non-building) walls/fences/gates in good condition?		
17. Is the masonry free of significant cracks/crumbling of brick/stonework?		
18. Do the chimneys/other roof features seem sound and in no need of work?		
19. Do all the external lights work properly?		
20. Are any aerials/other exterior features safe?		
21. Is any external notice board safe and legible?		
Part 2: Internal Maintenance		
1. Do all windows/locks/latches work properly?		
2. Are all doors in good working order?		
3. Is the inside free of any significant cracks?		
4. Are the inside walls free of damp?		
5. Are the inside walls free of mould? (especially in kitchens/toilets etc)		
6. Is all wood (floors/panelling) free of any sign of rot or infestation?		
7. Are all areas of the meeting house in good or adequate decorative order?		
Water		
8. Can the stopcock be turned off easily?		

9. Do all plumbing devices work satisfactorily?		
10. Are all plumbing pipes/fittings free of any sign of leakage?		
Electrical		
11. Has the MH had a full electrical inspection in the last 5 years and been given a certificate from a suitably qualified electrician?		State date:
12. Do you have an RCD (Residual Current Device) at the electricity meter/ box?		
13. Has any living accommodation (full inspection annually) had the required electrical inspection during the year and been given a certificate?		State date:
14. Has there been an annual visual inspection		State date:
15. Have all your portable appliances been PAT tested in the past 2 years and labelled accordingly?		State date:

Electrical cont.		
16. Are all the circuits clearly labelled?		
17. Are all leads/switches/plugs/fuses in good condition?		
18. Has a check been made to ensure no electrical equipment gets unduly warm?		
19. Is any emergency lighting tested, at least once a year?		
Heating		
20. Has the boiler been serviced during the past year and the flues cleaned?		State date:
21. Are safety controls on the boiler working satisfactorily?		
22. Are all gas flues/vents unobstructed?		
23. Has the gas system had the required inspection during the year and been given a certificate?		State date:
24. Does the heating system work satisfactorily?		
25. Has the heating system been checked during the year?		State date:
26. Are the boiler and radiators free of any visible leaks?		
27. Are all hot surfaces kept clear of combustibles?		
Evacuation and Fire Escape		
28. Have you had a professional fire risk assessment carried out in the last 5 years?		State date:
29. Have any recommendations from the fire risk assessment been actioned to mitigate risks?		
30. Are all emergency exits clearly marked?		
31. Are any fire alarms tested, at least once a year?		
32. Are all smoke and carbon monoxide alarms tested, at least once a year?		

33. Are all the fire extinguishers in place?		
34. Are all fire extinguishers of the appropriate type?		
35. Have the fire extinguishers had the required inspection during the year and been given a certificate?		State date:
36. Are any fire blankets in place?		

Kitchen		
38. Is all kitchen equipment working satisfactorily?		
39. Is food suitably stored?		
40. Is the kitchen free of cracked tiles and other potential food hygiene hazards?		
41. Has the kitchen floor got a suitable anti-slip covering?		
Part 3: Health and Safety Items		
1. Have you done a risk assessment for the LM?		
2 Do you have accident/incident recording arrangements clearly available		Form etc to be supplied by Cymar
3. Are all general floor surfaces free of hazards?		
4. Is there a First Aid cabinet and is it regularly checked?		
5. Is the health and safety poster displayed (or other arrangements made)?		To be supplied by Cymar
6. Are you familiar with the Cymar Health and Safety and Risk Management Policy		When developed
6. Has the LMP received appropriate Health and Safety training?		
7. Are the premises free of asbestos?		
Part 4: Miscellaneous		
1. Is the Meeting House accessible to disabled people?		
2. Have you carried out an access audit for full assessment?		
3. What sustainability measures are you planning to reduce the carbon emissions and environmental footprint of your meeting house? (Provide details on a separate sheet if necessary)		
3. Please make any suggestions for improvements to this questionnaire.		

HIGH PRIORITY WORKS/REPAIRS arising from Quinquennial survey that have not yet been addressed or Health & Safety/ Statutory Requirements or other urgent work
Estimated items of expenditure on high priority building works and repairs for the remainder of the current calendar year and the next one. Please also send your 5 year plan if you have constructed one yet.
Other Planned Maintenance works/repairs
Estimated items of expenditure on non-urgent but desirable planned maintenance in remainder of current calendar year and next one
Summary of last quinquennial
Items fixed:
What work is outstanding from the last quinquennial?:

This questionnaire should be returned to the Co-Convenors of the Cymar Property Committee by 30th September each year.

The Co-Convenors of the Cymar Property Committee are Kay Marshall (drkaysaunders@msn.com) and Helen Briggs (helenbriggs520@gmail.com)

Appendix B (Paragraph 3.3.2)

Health and Safety duties:

- To ensure the display of a permanent Health and Safety poster.
- To ensure that notices are displayed indicating the fire and first aid arrangements
- To ensure that all appropriate insurance certificates are displayed
- To ensure regular Health and Safety inspections of the premises and outdoor spaces are carried out. Regularly monitor for risks, including tripping, sharp edges, wall and ceiling damage, and in particular risks to children, on stairs, landings and windows
- To undertake an annual risk assessment, including identifying training needs and mitigating action needed, e.g. for workers and others working at height, manual handling. Share annual risk assessment with relevant Cymar trustee
- To complete the section on Health and Safety within the annual premises survey and report as required to the Cymar lead trustee for health, safety and risk management (or sub-committee) on any health and safety issues that require immediate action.
- To ensure that there is a first aid box with standard equipment and inspect it regularly to ensure the contents are complete and in good condition
- To ensure all chemicals used on the premises are stored in a safe, locked and marked location, in accordance with their instructions.
- To ensure chemicals are never mixed inappropriately and are disposed of in accordance with the manufacturer's instructions.
- To ensure aerosols are not used
- To ensure materials and equipment used for cleaning toilets are not stored with other materials or used for other purposes
- To ensure kitchens and toilets display signs reminding people of basic hygiene requirements, e.g. handwashing
- To check regularly that a carbon monoxide monitor is installed in all premises where gas is used, and that it is in good working order
- To ensure food and equipment storage and handling complies with good hygiene practice.

This is not a definitive list, rather it contains examples of the key responsibilities of the LMP and should be added to by them according to the circumstances of the property.

Appendix C (Paragraph 3.3.2)

Fire Safety duties:

- To ensure no smoking signs are displayed
- To undertake an annual fire inspection using a template fire risk assessment to be provided by Cymar Trustees and report to the Cymar trustee responsible for Health, Safety and Risk Management on any mitigation actions requiring immediate action, or action within the next twelve months
- To carry out at least one fire drill each year
- To maintain a sign with details of key/fob etc holders
- To ensure that fire alarms, smoke detectors, blanket, extinguishers, emergency lighting and other equipment is checked monthly and that records are kept of all these checks
- To ensure that fire evacuation instructions, including the address, postcode and what3words code for the main entrance of the Meeting House and the location of the assembly point are clearly displayed in each room
- To ensure a clear list of the location of the fire equipment, and any significant fire risks are kept somewhere easily accessible to the fire brigade with a map of the premises to ensure fire alarms, blankets and extinguishers are clearly labelled.
- To ensure a fire blanket is installed in any kitchen
- To ensure that fire exits are designated, clearly labelled and kept free of any obstruction
- To ensure no flammable materials are stored close to sources of heat/fire or in any fire exit
- To arrange a professional fire risk assessment every five years and the outcome shared with the CTPC and relevant Health and Safety Trustee.. Plan all mitigating work required with the CPC as necessary.

Appendix D (Paragraph 3.3.2)

Duties entailed by LMP for reporting incidents:

- Providing and maintaining a first aid box and an accident book
- Ensure the details of all accidents, incidents and near misses are recorded in the accident book provided by Cymar. Details must include:
 - Date and time of incident using 24 hour clock
 - Name of person affected or injured
 - Status (worker/Friend from the Meeting/hirer/group participant etc)
 - Names and addresses of any witnesses and their status
 - Part of body affected if relevant
 - Action taken – or state no treatment
 - Whether help procuring medical advice was offered/accepted
 - Cause of incident if known, with details (eg wet floor would include the source of the water)
 - Itemised list of any equipment involved in the accident
 - Name of person reporting with date and time of reporting
- If an accident requires a visit to hospital, inform the Clerk of the LM and the Cymar Trustee responsible for Health, Safety and Risk Management as soon as possible.
- If remedial action at the Meeting House is needed inform relevant people.
- Ensure that confidential information is not stored in a public place.