

## **Terms of Reference of the Joint Property Group**

### **Introduction**

The lease agreement between the Libermann Trust (Landlord) and SET (Tenant) sets out the terms and conditions of the property available to SET and assigned to Spiritan Schools for use as schedule one property as part of the Education mission of the Congregation of the Holy Spirit.

### **Role/Purpose**

Given the nature and structure of this lease a number of property issues require consideration jointly by the landlord and tenant in order to protect the landlord and provide scope for the tenant to develop and carry out the mission.

### **Term**

The group should operate in line with the term of the lease agreement.

### **Type**

The group will be advisory in nature providing advice to the landlord, the Board of the Libermann Trust and the tenant, the Board of SET, regarding specific issues within its scope.

### **Membership**

The group will comprise of up to three representative nominated by the landlord and up to three representative nominated the tenant.

### **Meetings**

The group will meet at least twice per year or when there is an issue to consider.

### **Amendments/Alterations**

These terms or reference can only be altered by agreement between the landlord, the Board of the Libermann Trust and the tenant, the Board of SET.

### **Responsibilities and Scope**

The scope of issues that should be considered by the Joint Property Group are:-

#### **Development Projects**

Planning applications, Planning Authority requests/enquiries, master planning projects, structural alterations, re-wiring, re-plumbing, substations, metering changes, pipe laying, roofing, traffic management, road/path alignment, pitch development/alteration, tree removal, plans for land use and community/neighbourhood plans.

Summer works scheduling. Disposals or acquisitions of property.

#### **Insurance Issues**

Claims involving buildings or public liability, valuations/re-valuations, quotations, broker and insurer selection, policy selection