



**Managing your  
property and land**  
**Leasing land or property**  
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**Managing energy bills  
and funding news**  
**CISWO News**





THE COAL MINING CHARITY

# Welcome to the third edition of CISWO's newsletter for Miners' Welfare Trustees.

**This edition focuses on managing property and land.**

It includes information about trustee responsibilities in relation to managing land and property, renting or letting out, and land registration.

Trustees have a number of key responsibilities for managing property and land including;

- ensuring that where the land is held on trust for a particular purpose, it is used for that purpose and no other
- protecting the land, for instance by ensuring its boundaries are clearly defined
- inspecting the condition of property and land, to make sure it is safe to use and is not being misused
- arranging for the upkeep, maintenance and if necessary, improvements to property and land
- deciding if and how property and land should be let
- taking professional advice where needed, for example from solicitors, accountants, surveyors
- arranging for any rents to be collected and that appropriate insurances are in place
- ensuring that the charity complies with relevant legislation

# Leasing land or property – points to consider

With increasing costs such as energy and utility bills it is important now more than ever that charities manage their property proactively. Reducing costs where possible will be key and some further guidance is provided in this newsletter. Along with reducing costs welfares should look at opportunities to also increase income. Now might be the time to think about hiring out or letting property/land.

If you have space which is already rented out on an ad hoc or short-term basis it is important to consider how much income is generated, compared to the costs of renting the space out. You may also want to consider whether renting the space out on a more frequent or longer-term basis might help increase income.

If you are considering leasing or renting some of your charity's property/land, you should firstly look at your charity's governing document. This will tell you what you can do with the land and property and whether you need to seek any permissions to do so (for example, from CISWO). It is also important to take professional advice, to make sure that any written agreement complies with charity

law. Any written agreements should be clear about which party is responsible for what, for example: maintenance, risk assessments and insurances – such as public liability.

Other things to think about include:

- how will leasing part of a building or land impact on the charity's activities – for example will there still be enough space for the charity to run its activities and generate enough income to cover its costs
- whether there is any potential conflict with the activities of the charity and the activities of the people or organisation who would like to take on a lease, or rental agreement
- what risks might be involved
- on what basis you would set a charge for any lease or rental. For example, a market rate would need to be applied for commercial organisations/bookings. A reduced rate could be offered to other charitable organisations, where their activities complement the welfare's charitable objectives





# Registering your land and property



To help protect land and property trustees should make sure that it is properly registered. When registering land trustees should check that any land and property is fully accounted for, including making sure the correct boundaries are defined.

For information about registering land and property in England and Wales please see the link for the Land Registry:

[www.gov.uk/government/organisations/land-registry](http://www.gov.uk/government/organisations/land-registry)

For information about registering land and property in Scotland please see the link for the Scotland's Land Information Service:

[scotlis.ros.gov.uk](http://scotlis.ros.gov.uk)

If your charity's land is in England or Wales, it is also a good idea to vest it with the OCC (Official Custodian for Charities).

Miners' welfare charities are normally unincorporated charities and as such cannot hold property or land, as they do not have a legal identity. Instead, trustees of the charity act as the holding individuals for the land and property and the land is 'vested' in their name.

Normally trustees change over time. If the current trustees decide it is in their charity's best interests to lease or sell some land, it can often be difficult to trace the trustees who the land was originally vested in.

Vesting land with the OCC resolves this issue as it is a corporation created by statute to hold land on behalf of charities. Trustees still keep all their powers and duties of management. It does not change any powers trustees may have to dispose of land and it can make the leasing or selling of land less troublesome.

For further information about the OCC please see the link:

[www.gov.uk/government/publications/the-official-custodian-for-charities-land-holding-service-cc13/the-official-custodian-for-charities-land-holding-service](http://www.gov.uk/government/publications/the-official-custodian-for-charities-land-holding-service-cc13/the-official-custodian-for-charities-land-holding-service)

Even if your charity is the leaseholder for some or all of your land and property, it is still a good idea to register the lease with the Land Registry. It is also important to find out what the charity's responsibilities are in relation to the lease with the freeholder.

# Funding News

We know that many trustees are concerned about their welfare's soaring energy bills. To help with this we have included some links for potential sources of information or help:

## UK Government

Guidance on energy bills support

Energy bills support factsheet - GOV.UK ([www.gov.uk](http://www.gov.uk))

## Sport England

Sport England has written some useful guidance on how to reduce energy costs for small organisations who are managing sports facilities:

[Reducing energy costs | Sport England](#)

## Martin Lewis (from Money Saving Expert)

Martin Lewis provides guidance on potential funding sources of core funding, as well as information on funders for individuals:

[Cost of living Crisis charity trust foundation grant funding \(charityexcellence.co.uk\)](http://charityexcellence.co.uk)





# CISWO News

## CISWO Wales Office move

Our regional office for Wales has recently moved to accommodate our growing team! We are now based at CISWO Wales, Ground Floor Unit 5, Melin Corrwg Business Parc, Upper Boat, Pontypridd, CF37 5BE

Our email address and phone number have remained the same

Tel: **01443 485233**

Email: **Wales@ciswo.org.uk**



## Ongoing help for individuals

To help with soaring energy bills CISWO's is currently providing energy grants of £200 to former miners on low income. Please see the link below for more information:

**FUEL GRANT WORTH £200 AVAILABLE | CISWO**

If you are looking for funding advice or considering leasing/selling land or property, please contact CISWO's Regional Development Managers first.

### North England

Rick OToole

North England Development Manager  
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### South England

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### Wales

Ryan Parry

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### Scotland

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You can also keep up to date with our activities through our website: **www.ciswo.org.uk** and our social media pages below.



## Suggestions

We would love to hear your ideas about content for our future newsletters. For comments please email us at: **mail@ciswo.org.uk**

You can also use this email address if you would like any CISWO publicity to display in your welfare including leaflets about CISWO's personal welfare service, or education grants.