

# **Earlsheaton As-Sabeel Trust**

## **Property Management Committee: Strategy, Governance and Terms of Reference**

**Document created: 2023**

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## **Strategy**

Masjid As-Salaam (WF12 8JJ), owned and operated by Earlsheaton As-Sabeel Trust, is a Grade II listed building of significant historical and architectural value. The Trust is committed to upholding all statutory obligations associated with its listed status and to preserving the building's heritage, character, and architectural integrity.

All planned, scheduled, and emergency works will be reviewed by the Property Management Committee to ensure compliance with listed building requirements. Any proposed works - internal or external - that may necessitate Listed Building Consent will be referred to the full Board of Trustees for approval prior to submission to the Local Authority.

Repairs and maintenance will follow a 'like-for-like' policy, using materials that respect and maintain the heritage features of the property.

From time to time, the Trust will seek independent expert advice on property matters. Where conflicting opinions arise, these will be escalated to the Board of Trustees for determination.

The Trust acknowledges the condition and layout of the building at the time of acquisition (2nd December 2022) from the Sea Cadets Dewsbury. This baseline will inform future assessments of proposed changes or works.

## **Governance**

The Property Management Committee (PMC) will be constituted by at least three Trustees, including a Chair. It operates under delegated authority from the Board of Trustees to oversee all matters relating to the management, maintenance, and development of Trust-owned property.

Membership, responsibilities, and terms of reference for the Committee will be reviewed and re-confirmed by the Board on an annual basis.

## **Terms of reference**

### **1. Authority**

The Property Management Committee is appointed by the Board of Trustees and is responsible solely for Masjid As-Salaam. The Board reserves the right to amend the Committee's delegated authority at any time.

### **2. Membership**

All members of the Committee must be current Trustees. The Committee will consist of a minimum of three members. Any Trustee may attend and contribute to meetings, but only formally appointed Committee members may vote.

### **3. Quorum**

A quorum shall consist of three members. Meetings lacking a quorum will be postponed and no decisions will be validly made.

#### **4. Chairmanship**

The Committee will elect a Chair at its first meeting. The Chair will be re-elected annually during the Trust's Annual General Meeting.

#### **5. Meetings**

Meetings will follow the procedures set out for General Meetings in the Trust's Constitution, specifically Section 19. The Committee shall meet at least quarterly. For reference section 19 of the Constitution provides details of General Meetings:

##### **19. General meetings of members**

###### **19.1 Calling of general meetings of members**

The charity trustees may designate any of their meetings as a general meeting of the members of the CIO. The purpose of such a meeting is to discharge any business which must by law be discharged by a resolution of the members of the CIO as specified in clause 18 (Decisions which must be made by the members of the CIO).

###### **19.2 Notice of general meetings of members**

(a) The minimum period of notice required to hold a general meeting of the members of the CIO is 14 days.

(b) Except where a specified period of notice is strictly required by another clause in this constitution, by the Charities Act 2011 or by the General Regulations, a general meeting may be called by shorter notice if it is so agreed by a majority of the members of the CIO.

(c) Proof that an envelope containing a notice was properly addressed, prepaid and posted; or that an electronic form of notice was properly addressed and sent, shall be conclusive evidence that the notice was given. Notice shall be deemed to be given 48 hours after it was posted or sent.

###### **19.3 Procedure at general meetings of members**

The provisions in clause 15.2-15.4 governing the chairing of meetings, procedure at meetings and participation in meetings by electronic means apply to any general meeting of the members, with all references to trustees to be taken as references to members.

#### **6. Record of proceedings**

Agendas will be issued in advance, with items submitted to the Chair at least seven days prior. Minutes of each meeting will be recorded, circulated to all Trustees, and formally approved at the subsequent meeting.

## 7. Responsibilities

The Committee's primary function is to ensure the effective management and stewardship of Masjid As-Salaam. This includes but is not limited to:

- Approving maintenance programmes for land and facilities owned by the Trust.
- Managing and maintaining equipment, trees, and verges within the Trust's remit.
- Overseeing usage of Trust facilities, ensuring adherence to terms and conditions.
- Approving and managing non-Masjid events held on Trust premises.
- Engaging contractors in line with financial regulations and approved budgets.
- Advising the Board on strategic maintenance and development initiatives.

The Committee will also:

- a. Prepare cost estimates for approval by the Board.
- b. Ensure compliance with Trust regulations and recommend sanctions where necessary.
- c. Respond promptly to urgent issues relating to Trust property.
- d. Safeguard the impartial use of facilities for all users.
- e. Monitor insurance coverage and ensure sufficient protection of assets.
- f. Comply with statutory and regulatory requirements.
- g. Ensure facility-generated revenues are reinvested for their improvement.
- h. Develop future budget and project forecasts.
- i. Oversee contractor procurement, compliance, and engagement.
- j. Evaluate and approve quotations within budget.
- k. Review and recommend Trust fees and charges annually.
- l. Propose budgetary reallocations to the Board as necessary.
- m. Monitor capital expenditure within approved limits.
- n. Provide direction to staff and contractors through the Chair.
- o. Approve funding applications relating to Trust assets.
- p. Recommend appropriate delegations of authority to the Chair.
- q. Review and propose updates to policies affecting Trust assets.
- r. Monitor utility costs and recommend changes to providers for cost efficiency.
- s. Engage external advisors where required, within budget.
- t. Assess and manage risks related to finance, operations, and health & safety, escalating as needed.

**Note:** As of December 2022, the Trust's sole property is Masjid As-Salaam in Earlsheaton. The responsibilities outlined above are designed to complement, not replace, the statutory duties of the Board of Trustees.

## Reference point: Appearance and Condition of the building at acquisition (December 2022)

The Committee considers it essential to retain a clear reference to the condition and appearance of Masjid As-Salaam at the point of acquisition in December 2022.

Prior to completion, Earlsheaton As-Sabeel Trust commissioned an independent building survey from Livingston Clark, a surveying practice based in Wetherby. Livingston Clark was selected for its recognised expertise in historic and listed buildings, and its demonstrated understanding of the cultural and architectural significance of heritage properties within West Yorkshire. The firm is accredited by both the Royal Institution of Chartered Surveyors (RICS) and the Residential Property Surveyors Association (RPSA).

Photographic evidence of the building at the time of sale is available from multiple sources. Marketing images were published by Tudor Property (Garforth, Leeds), and a further image was available on the War Memorials Online platform. In addition, Livingston Clark provided a series of photographs as part of its commissioned Building Survey Report (Ref: ZK000523).

These images are included below and will serve as a reference point for the Committee when evaluating the significance and appropriateness of any proposed works.

### Sources:

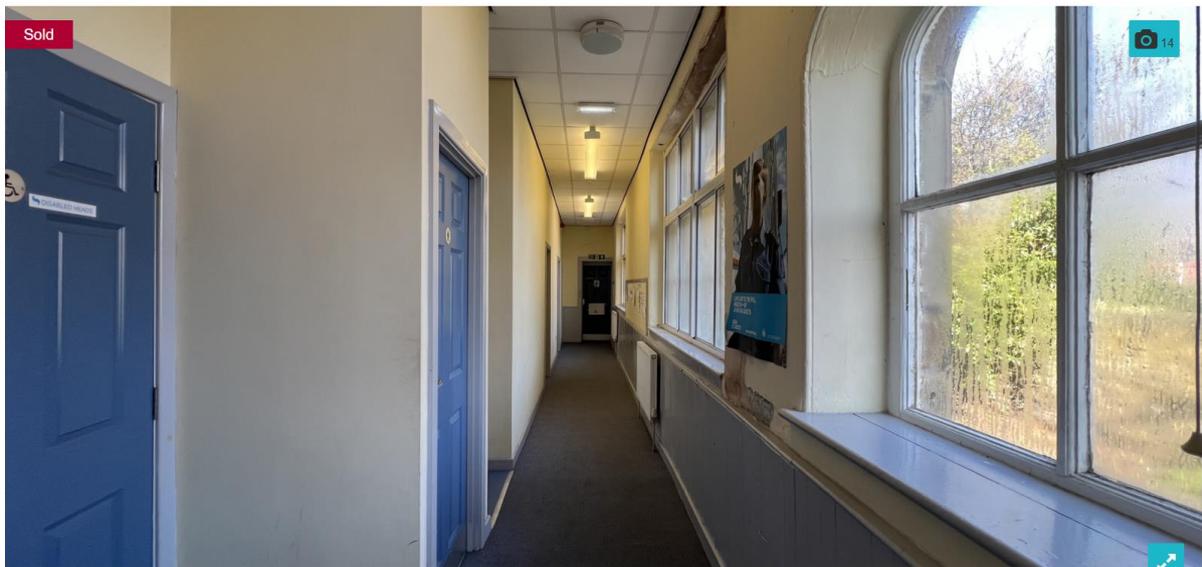
**Tudor Property:** <https://www.tudorproperty.co.uk/property/2270-dewsbury-sea-cadets>

**War Memorials Online:** <https://www.warmemorialsonline.org.uk/memorial/252680>













(above 14 pictures taken in June 2022)



(above 1 picture taken on 11<sup>th</sup> July 2017).























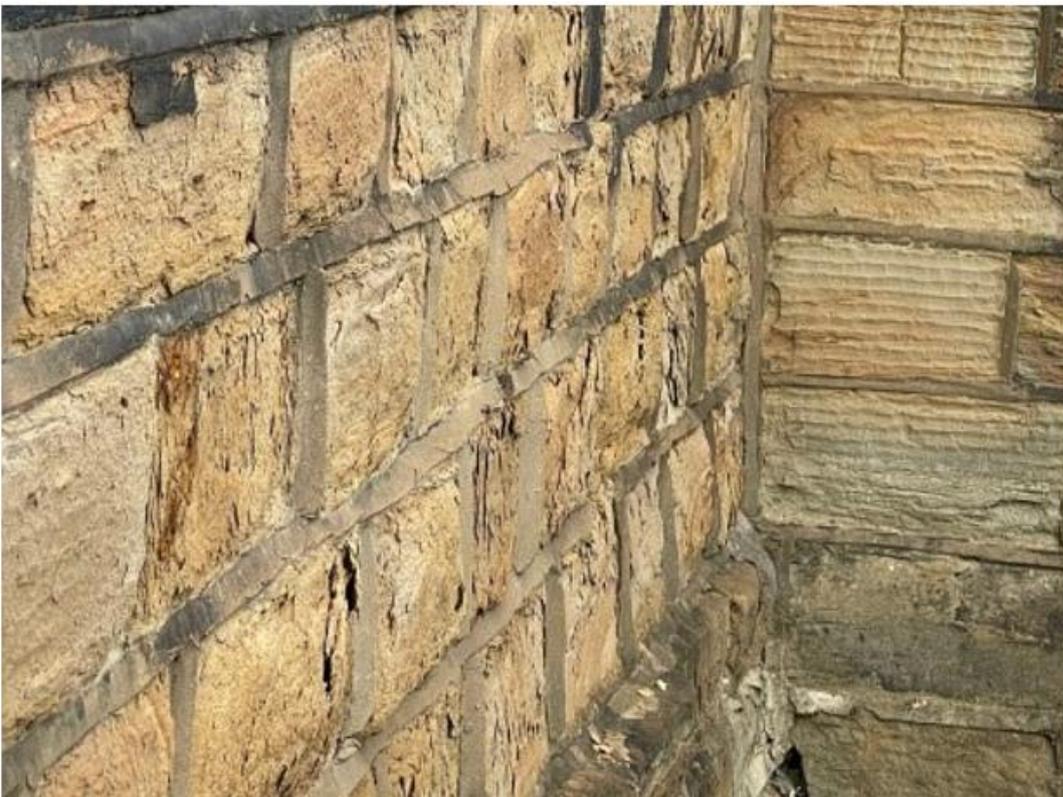


Delaminating stone





Heavily weathered stone



Delaminating stone



Worn stone to entranced door



Replaced stone



Split stone mullion



New stone to lintel



Cracking to mullions



Staining to inside face of window



Deterioration to window





Deterioration to window



No weather strip to door



Crack in lath and plaster ceiling above paper



Deterioration to ceiling



Cracking to lintel of [store room](#)



Damage to wall



Cracking to [store room](#)



Cracking to [store room](#)



Cracking to store room door



Cracking to store room



Damp area to front left-office (was a kitchen)



Damage to trim from moisture ingress



Rust from water ingress







Uneven boarding









Water isolation valve covered over



Surface rust to radiator



Rust underneath radiator







(above 66 pictures taken on 26<sup>th</sup> July 2022).

## War Memorial

**War Memorials Trust reference number: WMO/252680**

At the time of acquisition, the building included a War Memorial situated within the elevated stage area of the main front hall. The memorial is constructed from oak and bears the incised names of local soldiers who lost their lives during the First and Second World Wars.

Originally erected in 1924 at St Peter's Church, Church Hill, Earlsheaton, the memorial was relocated to its current position in 1970 following the demolition of the original church building.

Earlsheaton As-Sabeel Trust is committed to preserving and protecting the War Memorial and ensuring it is treated with dignity and respect. In pursuit of this, the Trust has engaged with several relevant organisations to explore appropriate options for its future care and visibility. These include Earlsheaton Junior School (which had previously expressed an interest in housing the memorial), the Imperial War Museum, War Memorials Trust (primary contact: Ffion Jones, Conservation Officer), the National Army Museum (London), and the Royal Armouries Museum (Leeds).

The Trust remains open to the possibility of transferring custodianship of the memorial to an organisation that can provide enhanced public access and visibility, in line with its historical significance.

In February 2023, as preparations began for the refurbishment of the Main Hall ahead of Ramadhan 2023—including painting and recarpeting—the Trust undertook a careful review of the War Memorial's location and ongoing presence.

A central consideration has been its placement within a space now used for Islamic prayer. Islam, as a strictly monotheistic faith, maintains a tradition in which only references to Allah (God), the Prophet Muhammad (peace be upon him), and Quranic scripture are displayed in places of worship. A number of congregants, along with senior scholars, expressed discomfort and theological concern with the act of prostration in the direction of a structure bearing human names, however well-intentioned its commemorative purpose.

This feedback continues to inform the Trust's ongoing deliberations regarding the future stewardship and respectful relocation of the memorial.

## Assessment of Proposals Relating to the War Memorial

Proposal	Risks/considerations	Conclusion
Relocate the War Memorial to another part of the building	<ul style="list-style-type: none"> <li>• Listed Building Consent required. Unlikely to be granted in time for Ramadhan 2023.</li> <li>• The building was acquired with the express purpose of facilitating worship during Ramadhan.</li> <li>• Initial contact made with Kirklees Planning via Trustee Khurram Hussain on 16 December 2022.</li> </ul>	<b>Not progressed.</b> Lack of timely response from the Local Authority and logistical constraints ahead of Ramadhan 2023.
Cover the War Memorial with cloth or robe bearing Quranic inscriptions	<ul style="list-style-type: none"> <li>• Risk of condensation or damp in the main hall causing water damage to the memorial.</li> <li>• Risk of physical damage from congregation leaning against or interacting with the cloth.</li> <li>• Risk of staining or deterioration during events involving food, drink, or children.</li> <li>• Uncertainty over how cloth could be affixed without touching or damaging the oak memorial.</li> </ul>	<b>Rejected.</b> Risk of physical and environmental damage to the memorial deemed too high.
Cover the War Memorial with a free-standing timber or plaster structure	<ul style="list-style-type: none"> <li>• Health and safety hazard: risk of the structure falling, particularly during busy periods or around children.</li> <li>• Risk of unintentional damage to the memorial from physical contact or leaning against the structure.</li> <li>• Structural instability and lack of permanent security.</li> </ul>	<b>Rejected.</b> Concerns regarding safety and long-term preservation

Proposal	Risks/considerations	Conclusion
<p>Erect a timber and plaster structure affixed to the wall and floor, at a safe distance from the War Memorial</p>	<ul style="list-style-type: none"> <li>• Viewing access to be maintained via a gap at the top of the structure.</li> <li>• Precedent of similar enclosures for listed features in the building (e.g. fireplaces, screens, trusses).</li> <li>• Original church pews removed by previous owners without enforcement action, suggesting some flexibility in heritage adaptations.</li> <li>• Structure to be overseen by the Property Management Committee to ensure full protection of the memorial during installation.</li> <li>• Use of only timber (4" x 2") with screws not exceeding 2" in length, maintaining a 2-3" clearance from the memorial.</li> <li>• Design allows for future dismantling should the memorial be relocated externally.</li> <li>• Structure offers long-term protection from damp, accidental contact, and building maintenance activities (e.g. painting, varnishing, re-carpeting).</li> <li>• Steps leading to the memorial to remain unaltered to preserve original placement.</li> <li>• A "sensitivity check" was sought and provided by Colonel (Ret'd) John Nickell-Lean TD, former Commanding Officer, The Queen's Own Yeomanry.</li> </ul>	<p><b>Approved.</b> Structure to be installed under supervision of the Chair of the Property Management Committee. Full photographic documentation of construction stages to be maintained.</p>

## Installation of Protective Enclosure for War Memorial



























## **Planning and Conservation Site Visit (12<sup>th</sup> April 2023)**

On Wednesday 12<sup>th</sup> April 2023, Masjid As-Salaam received a scheduled site visit from Charlotte Dixon, Planning Enforcement Officer at Kirklees Council, accompanied by Sue Brooks, Senior Conservation Officer. The visit was arranged to address concerns raised regarding an alleged breach involving unauthorised alterations to a listed building.

Following a comprehensive inspection of the premises and an open discussion with members of the Trust, the officers concluded that no planning breach had occurred. Consequently, no enforcement case was initiated in relation to the site. The officers welcomed continued dialogue and cooperation with the Trust going forward.

A formal letter confirming this outcome was received, which is shared below.

The Trust is committed to maintaining compliance with all relevant heritage and planning regulations and appreciates the constructive engagement from Kirklees Council.



**Planning**

Investment and Regeneration  
PO Box B93, Civic Centre 3,  
Off Market Street, Huddersfield, HD1 2JR

Date: 13<sup>th</sup> April 2023  
Our Ref: COMP/23/0133

Dear Masjid As-Salaam,

**Alleged Breach: Alleged unauthorised alterations to a listed building**  
**Breach Address: Masjid As-Salaam, 4, New Street, Earlsheaton, Dewsbury, WF12 8JJ**

Thank you for your time and cooperation yesterday.

Following our visit, I would like to confirm that a planning breach has not occurred and as a result, there is not an enforcement case at this site.

As discussed on site with our Senior Conservation Officer, any works to the Listed Building that affect its significance will require Listed Building Consent and we look forward to continued dialogue with you.

Yours sincerely,

**Charlotte Dixon**  
**Planning Enforcement Officer**

*For information about planning applications, the Development Plan and all Planning Services, visit [www.kirklees.gov.uk/planning](http://www.kirklees.gov.uk/planning)*

## **Lime Mortar Repointing Works (September 2023)**

As part of our ongoing commitment to the preservation, care, and sensitive enhancement of Masjid As-Salaam, the Trust recently completed a programme of urgent lime mortar repointing to protect and prolong the life of the external stonework. This work reflects our broader duty as custodians of a Grade II listed building - one that we honour by maintaining the property's heritage, legacy, and architectural character, while balancing practical considerations of safety, sustainability, and functionality for current and future generations.

### **Commitment to Quality and Conservation Principles**

The lime mortar repointing work was commissioned and overseen by the Property Management Committee, with support and guidance from Sue Brooks, Senior Conservation Officer at Kirklees Council. We are especially grateful to Sue for her professionalism, pragmatism, and shared appreciation of the building's historic value, which enabled us to agree a scheme of works via email and progress the project efficiently.

Importantly, the Trust deliberately chose not to pursue the cheapest quote, but instead appointed White Rose Pointing and Restoration Ltd, a West Yorkshire-based contractor with a proven track record in sensitive conservation work. Their understanding of traditional materials, expertise in listed structures, and sympathetic approach to our building gave us confidence in their ability to deliver to a high standard.

The total cost of the project was £33,000, representing a considered investment in the long-term care of the building. The work was meticulously managed by the Property Management Committee, with close communication maintained throughout with Kirklees Council.

### **Summary of Works and Methods**

In line with the advice received and best practice in heritage maintenance, the following details were confirmed and approved:

**Contractor:** White Rose Pointing and Restoration Ltd, with experience working on Grade II listed buildings including projects in Bishopthorpe (York), Washpit Mills (Holmfirth), and Gomersal.

#### **Methodology:**

Vacuum systems and dust shrouds used to minimise disruption to neighbours and environmental impact.

SDS extension tools (e.g., tungsten carbide mortar rake) used instead of angle grinders to avoid damaging original stonework.

All proud cement-based mortars (applied by previous owners) removed and replaced with traditional lime mortar to restore the building's original character.

Mortar sourced from Womersleys Ltd, comprising natural hydraulic lime and washed sharp river sand - with no cement content whatsoever.

Hessian sheeting used to control drying and support correct carbonation of the lime.

Areas of corroded stonework to be sympathetically refaced in future phases using matching materials and finishes.

Three images showing the quality and depth of the completed lime mortar work are included below. These illustrate both the care taken in raking out previous materials and the craftsmanship involved in the repointing process.

### **Balancing Heritage with Practicality**

The Trust is proud to take a conservation-led approach rooted in dialogue and mutual respect with Kirklees Council. This project demonstrates a shared interest in preserving the historic significance of Masjid As-Salaam, while adopting a pragmatic and efficient approach to building management that considers health and safety, environmental sustainability, and the future viability of the site as a place of worship.

As an example, we recognise that single-glazed windows, while historically accurate, are energy-inefficient and present safety challenges. As we look to future projects, we remain committed to exploring solutions that respect the heritage of the building while addressing the practical needs of our congregation.

Below: Images showing completed lime mortar work by White Rose Pointing and Restoration Ltd.

