

# Presbytery of Perth

## Fabric Committee

### Guidance Notes

on the

### Maintenance of Property Register & Manse Schedule and Presentation for Annual Inspection

#### **Introduction**

New versions of the Property Register & Manse Schedule were introduced in 2012. Revised versions of these were introduced in May 2013. These May 2013 versions of the Property Register and Manse Schedule must now be used for the year ending 2013 and subsequent years.

The May 2013 revisions to the Property Register affect the following pages: 5, 15-16, 17, 18, 19-20, 21, 22, 23 and 25.

The revision to the Manse Condition Schedule affects p19.

Please ensure that you incorporate these revised pages into your submissions for 2013 and use the May 2013 version for your submissions for 2014 and subsequent years.

Both the 2013 Register and the 2013 Manse Condition Schedule are available to download from the Church of Scotland website or from Perth Presbytery website. Hard copies of both the Register and Manse Schedule are available from the Presbytery Office at 209 High Street, Perth (T. 01738 451177, E: [perth@cofscotland.org.uk](mailto:perth@cofscotland.org.uk))

Each year, a Property Register and a Manse Condition Schedule must be prepared, maintained and then submitted to Presbytery for inspection at the end of March (see Property Register Section 1 p.6, paras 1-3 and Manse Condition Schedule, p7 bullet point 6: "It is essential the congregation shall take responsibility for the completion of a Manse Condition Schedule annually, at the onset of a vacancy and at the completion of major works or repairs.")

Both the Property Register and the Manse Condition Schedule should be prepared and maintained on a calendar year basis (i.e. January- December).

An annual inspection of properties should be undertaken in January of each year (e.g. Jan 2014) and recorded in the Property Register or Manse Condition Schedule for e.g. 2014. The inspection should identify the current condition of the building/s and record work required. Completion dates and costs of work undertaken should subsequently be entered.

Any other work undertaken throughout the year should also be entered into the Register/Manse Condition Schedule.

At the end of the calendar year any works identified as necessary but which have not been carried out should be carried forward and re-entered into the Register for the following year e.g. 2015 and included as "works proposed."

Any other work undertaken throughout the year should also be recorded in the Register and Manse Condition Schedule.

#### **The Property Register and the Manse Condition Schedule for the year Jan- Dec 2013.**

These should be submitted, between January & March of 2014, to the Congregational Board /Kirk Session, as appropriate, for its approval, dating, and signature by its Chair person, of the Register, on p 25 of the Register & on p.19 of the Manse Schedule, prior to submission to Presbytery at the end of March 2014.

Please note that the names of the signatories should also be printed. Registers which have not been signed or dated will not be attested and will be returned for completion (see p3, vi Section 6)

The Property Register should be kept, and submitted for inspection, in the blue ring binder already supplied and in use. Please ensure that both Register & binder clearly identify [i.e. name] all properties (see below: Property Register 2013 Guidance Notes [a].)

The Manse Condition Schedule must be completed on an annual basis and presented to Presbytery as part of the Annual Inspection of Records in March (see Section 1 para2 of the Schedule). The name of the Manse must be inserted on the front page of the Schedule. The Schedule should be kept, and submitted for inspection, in a pink ring binder. Pink ring binders, labelled with the name of each manse, were distributed at and immediately following the "Property Matters" seminar held in February 2013.

### **PROPERTY REGISTER 2013: GUIDANCE NOTES**

The Register contains 6 sections. Please: read the new May 2013 Register and note that all Sections, other than Section 5, must be completed.

#### **a) Section 1:** p3, para1:

- a single Register is to be used if halls and church are one structure;
- two Registers are to be used if halls are stand alone buildings, not physically attached to the Church (i.e. one Register for the church and one Register for the halls.

#### **b) Section 1:** p3, para 5: What is required to be completed (i.e. filled in) on the **initial** use of the Register is as follows:

- i) Section 2 p9: Schedule of Properties
- ii) Section 2 p10: Inventory of Furnishings & Equipment
- iii) Section 3 p13: Insurance of Properties : Schedule of Insurances ; n.b.: Property Conveners are required to ensure Treasurers have annual Insurance Schedules; see also p3 Section 1, para 3.
- iv) Section 4 p14-22: Record of Annual Inspection of Fabric Internally & Externally Church p15-17: Fabric Record: it is possible that the column headings on these pages may be altered in a further version of the Register -the word "Revision" removed and some alteration made to the heading of the last column. The intention is that "revision" refers to any items of work which had been undertaken & completed in the previous year (i.e. 2012) but not recorded in the Register for that year. Details of such items should be included & recorded as works completed in the 2013 Register –such entries thereby constituting a "revision" of the previous register. NB Any additional items of work subsequently required & undertaken during 2013 should be inserted in this section.
  - p16: there are no column headings on this page- the headings should be as on p15 & 17
  - p18: Safety Inspections: enter dates
  - p19-21: Hall/Other Buildings: Fabric Record- see Section 1 p3, para1): complete one schedule for each building as per guidance above for pages 15-17
  - p22: Safety Inspections: please ensure you use p22 of the May 2013 Property Register. Enter the dates as required.
  - P23: Church/Hall (s) - Risk Assessments: please note the following:
    - Disability Discrimination Act-please include statement as to whether the Church/Hall can or cannot be DDA compliant-for initial guidance see p28 of "Letting It Happen" booklet. A copy of this booklet was given to each congregation.
    - Asbestos Register – please note
      - a) that you should beware of those who try "to sell" removal of asbestos - this should only be undertaken by professionals
      - b) the undersides of many sinks have asbestos "pads"-it may be wise to check these before completing this section
    - Fire Risk Assessment – see also p8
    - Working at Heights Regulations: please note: it is very important that Risk Assessments are undertaken: see [www.hse.gov.uk/legislation](http://www.hse.gov.uk/legislation)

v) Section 5: p24 - only complete if appropriate and necessary.

vi) Section 6: p25 Please note: this page has three parts:

the first part is: "Quinquennial Inspection by Presbytery"

"Have any works in the Urgent Section of the Report **Not** been carried out within one year of receipt "(of the report)?

Answer "**Yes**" if any works identified in the Urgent section of the Report have **not** been carried out and specify/identify the Report item/s not completed;

Answer "**No**" if all works identified in the Urgent Section have been carried out.

the second part is headed "To be completed on behalf of the congregation": and has five lines. It is essential that each line is completed correctly and fully as below:

Annual Inspection Carried Out By- print name(s)

Date of Inspection

Designation(s) - insert the designation(s) of the person/s who carried out the inspection e.g. Fabric/Property Convener

Signature of Chair of Financial Board -or as appropriate- see p.3, para4; please also print the name

Date - of signing

If these five lines are not completed , the Register cannot and will not be attested by Presbytery. The Register will be returned for completion and resubmission.

The last section on p25 should be left blank, for completion by Presbytery.

#### **PROPERTY REGISTER FOR 2014 and subsequent years**

See Property Register p3 Section 1 para 2:

"It is anticipated that, after the initial return utilising the new Property Register format, only Section 3 (Insurance of Properties ) and Section 4 (Record of Annual Inspection of Fabric Internally & Externally) will be required to be completed and presented at Presbytery annually.

Exceptions will be where there are changes to the Schedule of Properties (Section 2, p2) and additions or deletions to the Inventory of Furnishings and Equipment (Section 2, pages 10 & 11). Please note however that amendments from year to year may be required to the Church/Hall Risk Assessment sheet."

Annual inspection should be undertaken in January.

Please note however also: p6: Act anent Care of Ecclesiastical Properties, para 2:

Quinquennial Inspections: "Items which have not been dealt with by the time of the next annual inspection should be inserted in its report as matters requiring attention and so included in the ongoing works";

Annual Inspection: "Any works not completed from a previous annual inspection should be repeated in the new report as matters requiring attention."

For 2014 and subsequent years the following Sections should therefore be completed and submitted annually for Presbytery Inspection:

Section 2 p12 Additions and Disposals – to be completed **only if** there have been changes (i.e .additions or deletions) to the 2013 Inventory on pages 10 &11.

Section 3 p13 Insurance of Properties

Section 4 p14 –18 Church: Fabric Record, Safety Inspections

p19–21 Hall: Fabric Record, Safety Inspections

p23 as necessary-see p3 Section 1 para.2

Section 6 p25 Details of Annual Inspection – The inspection should be carried out in January. NB It is essential that this section is completed correctly and fully. If it is not, the Register cannot and will not be attested by Presbytery. The Register will be returned for completion and resubmission.

Please print names alongside signatures.

## **MANSE CONDITION SCHEDULE 2013: GUIDANCE NOTES**

**Please note that a revised Manse Condition Schedule was issued in May 2013.** The only difference between the 2012 issue of the Schedule and the 2013 version is on p19, Section 7 Office Bearers' Signature. Please ensure that you use and attach p19 of the May 2013 Manse Condition Schedule to the Manse Condition Schedule for 2013, to be submitted at the end of March 2014.

The Manse Condition Schedule for 2013:

Please, do read through **all** of the Schedule and note:

Section 1, p7, bullet point 6; "it is essential the congregation shall take responsibility for the completion of a Manse Condition Schedule annually, at the onset of a vacancy and at the completion of major works or repairs.

Section 1, p3, paras 2, 4, 5, 6 & 7

p4, paras 1, 2

p5 Appendix 1

p6 Appendix 2, paras 5,7

p6-7 Regulatory Essentials - NB bullet points 7,8

p8 Fire Risk Assessment & Work at Heights Regulations

Section 2, p9 Insurance Cover (Buildings) - indicate where certificate retained

Section 3, p10 NB to be altered Annually as appropriate

Section 4 (Annual Inspection of Exterior & Services) and Section 5 (Annual Inspection of Interior)

Please note: there is a discrepancy between the heading on col.3 of p11 &12 and the heading on col.3 of p13, 14, 15, 16 & 17 which is to be amended by the General Trustees. You may wish to check for updates to the Manse Condition Schedule on the C of S. website.

Please include in Sections 4 & 5: work identified in a previous year's inspection but not carried out/completed in that year. Please also include in Sections 4 & 5 any additional work identified as necessary and undertaken during the course of 2013-the absence of such a section has been reported to the General Trustees.

Section 5 re. p 14 Stairways & p15-16 references to Ensuite facilities insert n/a (not applicable) as appropriate e.g. where there are no stairways/ensuites.

Section 6, p18 Annual Safety Inspection - the inspection should be undertaken towards the end of 2013. NB. It is essential that this section is completed correctly and fully. If it is not, the Schedule cannot and will not be attested by Presbytery. It will be returned for completion and resubmission.

Section 7, p19 Office Bearers' Signature: Please ensure i) that you use and attach p19 of the **May 2013** Manse Condition Schedule.

## **MANSE CONDITION SCHEDULE FOR 2014**

**Please ensure that you use the May 2013 edition of Manse Condition Schedule** and complete as per the Guidance notes for 2013 **except for the following:**

Section 4, p11 & Section 5, p14 Annual Inspection of Exterior & Interior: the inspection should be undertaken in January of each year. The comments on p4 re. Section 4 apply.

Section 6, p18 Annual Safety Inspection- for 2014 the inspection which was undertaken at the end of 2013 should be copied into the 2014 Register and the work then undertaken at the beginning of the year. NB It is essential that this section is completed correctly and fully. If it is not, the Schedule cannot and will not be attested by Presbytery. It will be returned for completion and resubmission.

**Please note the following:**

(i) **The Church of Scotland General Assembly 2013 Remits booklet p20: General Trustees 3:** "Noting the report of the Ministries Council on the very high energy bills of manses, instruct Presbyteries to ensure that every manse condition schedule includes an energy performance certificate for the property and instruct congregations to take appropriate action within reasonable time."

Presbytery therefore instructs all Congregational Boards or appropriate body to ensure that an Energy

Performance Certificate is obtained for their manses, during 2014.

Energy performance Certificates are also required for Manses which are let. For more detail please see below:

ii) Extract from the Church of Scotland **Guidance Notes for Residential Letting of Manses and Other Domestic Properties owned by General Trustees contains the information on the Energy Performance Certificate.**

“Your Board will also have to provide what is known as an Energy Performance Certificate which is designed to highlight the energy efficiency (or otherwise) of the property. Most firms of Chartered Surveyors will be qualified to inspect the property and to provide such a Certificate. Alternatively, most Letting Agents will usually offer to obtain this as part of their service. In either event, the cost is likely to be around £120. It will be up to your Board to decide whether to implement any of the recommendations for improvement. It is now a requirement that the Energy Grading of the property has to appear on all adverts for let so this document will inevitably have to be provided early in the letting process. The EPC lasts for 10 years.”

**MANSE CONDITION SCHEDULE: GUIDANCE NOTES FOR 2015 and subsequent years:**

As per Guidance notes for 2014 with one amendment:

Section 6 Annual Safety Inspection- this should be undertaken at the beginning of each year.

Sheila Green 20/11/13