

Presbytery of Perth
Process in Undertaking Congregational Fabric Work

When preparing to undertake any fabric work on church property (including church, manse, halls or other buildings for which the congregation has responsibility) please follow the flow-chart below to ascertain what steps for approval need to be taken.

1. Is the proposed work likely to cost more than £50,000? - YES [Go to 13] NO [Go to 2]
2. Will the proposed work mean that the congregation has spent more than £20,000 over the last three years? - YES [Go to 12] NO [Go to 3]
3. If the Financial Board of the Congregation has a threshold above which work must be approved by the Board, is the proposed work likely to breach that threshold? - YES [Go to 10] NO [Go to 4]
4. Do you have competitive estimates for the work? YES [Go to 5] NO [Go to 11]
5. Is finance available to complete the work? YES [Go to 6] NO [Go to 7]
6. Instruct the work to go ahead, reporting its completion to the Financial Board at its next meeting.
7. Does the congregation hold funds in the Consolidated Fabric Fund at 121 George Street? YES [Go to 8] NO [Go to 9]
8. Complete *General Trustees' Form A* and submit it to Presbytery, then when funds are released Go to 6.
9. Prepare an appeal for funds from the congregation or from other sources. If appropriate, complete *General Trustees' Forms A and C* to apply for a grant or loan from the *Central Fabric Fund* and submit it to Presbytery; and/or complete *General Trustees' Forms A and E* to apply for a grant from *Historic Scotland* and submit it to Presbytery. When funds are available Go to 6.
10. Seek competitive estimates for the work then Go to 5.
11. Seek competitive estimates for the work and bring a recommendation to the Financial Board for its approval then Go to 5.
12. Seek competitive estimates for the work and bring a recommendation to the Financial Board for its approval, then send an *Extract Minute* to the Presbytery. While Presbytery approval is being considered Go to 5. Do not go to 6 until Presbytery approval is granted.
13. Complete *General Trustees' Forms A and B* and submit them to Presbytery. While approvals are being considered Go to 5. Do not go to 6 until Presbytery and *General Trustees'* approval is granted.

Congregational Fabric Convenors and Clerks to Financial Boards are asked to note that it can sometimes take two or three months to process applications for approval through Presbytery and the *General Trustees* since these have to be considered in committee and a recommendation brought to the full body. If applications are not supported by appropriate documentation (i.e. details of the proposal and plans if appropriate, details of estimates, formal extract minutes etc.) this will cause delays. Please do not hesitate to contact the Presbytery Clerk or the Presbytery Fabric Convenor for support and advice at any time - they are there to help, not to hinder.

The Presbytery of Perth meets on the second Tuesday of February, March, May, June, September, November and December but a meeting of the Presbytery Fabric Committee will usually take place two or three weeks in advance of the full Presbytery meeting so that proper consideration can be given to proposals. In the case of major works, consultation must also take place with the Presbytery Finance and Appraisal Committees before the go-ahead can be given so it is particularly important that early notice is given if a major application is being considered.

When approval is given by Presbytery it is usually possible to submit this to the next meeting of the General Trustees Fabric Committee which meets monthly (except August).