

# Property Guidelines and Processes in Presbytery of Perth

January 2024

This paper outlines the processes and procedures relating to ALL property matters including alterations, repairs and developments in buildings in the care of congregations within this Presbytery. We are now very fortunate to have the services of Jamie McNamara, our Presbytery Buildings Officer. Jamie, who is both a qualified surveyor and historic buildings conservator, is employed by the General Trustees.

- The Presbytery Property Committee is your **first line of contact** with regard to any property matter and we are here to advise, support and encourage. We hope to bring together local fabric/property conveners so that this may engender a mutually beneficial sharing of information and resources. In order to ensure best practice, it is important that the Presbytery Property Committee is made aware of all proposals, large or small, self-funded or requiring financial support. This, we see as a simple exchange of information and not as “checking up”!
- Perth Presbytery, has a limit of £5,000 (inc VAT) per project, below which congregations may undertake work without applying for permission. Works costing between £5,000 and £50,000 (inc VAT) can be approved by the Presbytery Property Committee following submission of an **Application for Approval of Works**. The PBO must also see this completed form.

You will find this on both the Church of Scotland/Perth Presbytery website. It should be noted that although the official form asks that it should be sent to the Presbytery Clerk, in Perth Presbytery the first consideration is made by the Property Committee. To save your application from being re-routed, please send it to the Convener/Vice Convener (Property). If Financial Assistance is also being requested, once approval of the work has been given, the Application Form will then be forwarded to the Presbytery Clerk for onward transmission to the necessary body. If you have any questions or concerns, please get in touch.

All proposed repairs for Category B buildings between £5,000 and £25,000 (this being the limit for such repairs) may be approved by the committee using powers between Presbytery meetings. **Spend on B category buildings is limited to wind and water tightness repairs only.**

- The intention of this information exchange is to enable the Presbytery Property Committee and the General Trustees or other bodies to offer guidance, assistance and sometimes, financial grants to congregations. The underpinning principle is to assist congregations to undertake alterations and developments which support the mission of the Church.
- As well as churches and halls, it should be remembered that all manses must be approved by Presbytery as suitable and appropriate. It is not necessarily the case that a current manse which has been in use will be approved in a period of vacancy as acceptable for future use.
- The issue of “obtaining three quotes” for works, as advised was recently discussed with the General Trustees. The conclusion is that whilst every effort must still be made to gather these quotes, it will often come down to local knowledge, recommendation and common sense. We

must, of course, be aware of the need to be good stewards and to always be satisfied that we have the best contractor at the most reasonable price.

**Notes:**

Congregations are reminded that the requirements set out within this paper do not obviate the need to ensure compliance with Local Authority statutory approvals such as Planning Consent, Listed Building Consent, Conservation Area Consent and Building Warrant. Congregations should check with the relevant Local Authority during the preparatory stages if any proposed works require consents. All necessary approvals must be in place before work commences. If in doubt professional guidance should be sought. Congregations should note that even if a Building Warrant is not required all work must be carried out in accordance with the Building Regulations. Contractors must be appropriately qualified to undertake works particularly in respect to those associated with electrical and gas installations.