

Property Points

2004 Part 1

Dear Friend

Greetings from all at the Methodist Property Office

This Spring edition of Property Points contains information about our new grants policy and guidance on data protection issues .

During the past six months there have been a number of staff changes in the Resourcing Mission Office and we introduce some of the new faces in Manchester in this edition

While saying hello to new members of staff we also want to say a special word of thanks to Revd Ian Johnson who retired last July. Ian was a Property Secretary for about 8 years before helping launch the Resourcing Mission Office in 1996. We are indebted to Ian and many have been grateful for his wisdom and guidance.

We are grateful for all that you do to equip our buildings for mission.

With best wishes

*Alan Pimlott
Connexional Property Secretary*

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Good News on Grants for Listed Buildings

The Government has announced that the Listed Places of Worship Grant Scheme, due to end this year, has been extended until March 2006. This means that the rate of VAT paid on all repairs is reduced effectively from 17.5% to 5%.

If your chapel is listed you can get a grant through this scheme on all building repairs which have totalled over £1000 during each financial year.

If you have not taken advantage of this scheme we urge you to do so. Please check with the Property Office if you have any queries.

Full details of the scheme giving definitions of which buildings and type of work are eligible are available -
by ringing 0845 601 5945
by writing to the Listed Places of Worship Grant Scheme, PO Box 609, Newport NP10 8QD
from the Scheme Website - www.lpwscheme.org.uk

New Faces at Manchester

Mission Projects and Funding Manager

Robin Garrido was appointed Mission Projects and Funding Manager in September 2003. Robin has many years experience in the funding sector latterly as development manager for two independent Grammar Schools, which followed eight years with Greater Manchester Police, administering two charitable trusts and raising funds from both the corporate and charitable sectors for projects.



Robin Garrido

Robin says "one of my main tasks is to improve awareness of and access to the wide range of external funding sources which are available from the public, private and charitable sectors and to guide churches through the process of bringing their project to a successful conclusion.

Robin is also responsible for giving guidance on the amount and availability of Methodist grants which are also administered by his office, he is assisted by a dedicated and experienced team who have also developed specific expertise in areas such as; Landfill Grants, Lottery and researching other charitable trusts. They are Rowanna Willis, Helen Morten, Peter Jarvis, Stephanie Hughes (Personal Secretary) and William Swires (Mission Projects Development Officer).

Mission Projects Development Officer

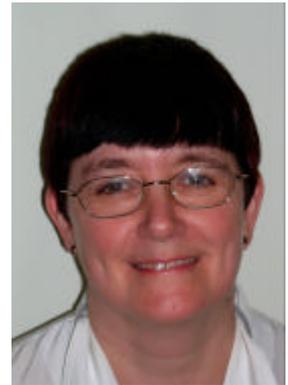


William Swires

William started work with The Methodist Church as a Stewardship Director in 1988 then as Local Mission Development Officer 1998 with a secondment for three months a year to work with the Irish Connexion on a variety of mission issues and latterly as Resourcing Mission Consultant from 2000 to 2003. He previously worked as a graphic designer and technical illustrator and is a Local Preacher.

His current role as Mission Project Development Officer is to give guidance to churches/circuits on issues of mission particularly in relation to funding and Landfill grants.

Pauline took up the appointment as Receptionist in October 2002. Having been a bank clerk for 17 years Pauline says she enjoys her role as Receptionist and being able to send out schedules and other information as and when requested. As well as ordering lunches and making diary appointments Pauline loves all types of administration work. Pauline is married to Barry (who is a "Reader" in the Anglican Church) and has two grown up children.



Pauline Price

The New General Manager for TMCP

As from 5th January 2004, Caroline has been appointed as General Manager for the Trustees for Methodist Church Purposes.

Caroline is married, with three grown up children, and was previously a Senior Training and Competence Manager with HSBC Actuaries and Consultants Limited (who are part of the HSBC Group).

She has been a Methodist for over 35 years and currently worships at Wrigley Mill Methodist Church, Diggle, which is in Saddleworth, on the Lancashire/Yorkshire border.

Caroline is looking forward to the challenge of her new role and working alongside colleagues in the Resourcing Mission Team to support the work of the connexion.



Caroline Hickling

Working at Height Regulations

Existing health & safety regulations concerning 'working at height' are being reorganised; the new regulations are in draft form at present, but it is proposed that they will become fully into force in summer 2004. As may be expected, the regulations are complex and the following information should only be regarded as a brief introduction. For detailed advice, the regulations need to be read, or an architect, surveyor or other suitable professional should be consulted.

The Health & Safety Executive draft regulations are available on the internet: www.hse.gov.uk/consult/condocs/cd192.pdf, or tel 08701 545500

Essentially, whenever 'working at height' is envisaged, a risk assessment needs to be prepared. Managing trustees should note the following:

- the regulations cover everyone, whether trustees, volunteers, self-employed, etc
- the regulations cover volunteers working in manses
- 'working at height' has no minimum height – it covers all situations where there is a risk of falling a distance likely to cause personal injury
- apart from obvious situations such as working on

roofs and scaffolds, the regulations also cover excavations, staging and trestles, ladders, window cleaning and other maintenance such as changing a light bulb

- working from ladders should only be used when other safety equipment cannot be justified – eg, where the work is of very short duration
- it is hoped that managing trustees will now have a risk assessment for all properties for which they are responsible (see also Property Points 2002 part 2, page 5), and it should therefore be a relatively simple exercise to extend this to cover risks from working at height for many routine tasks.
- for simple tasks (such as working from a short ladder), the risk assessment can be straightforward – eg, check that the ladder is safe and stable, do not overreach, do not overload, etc.
- for building work, the risk assessment can be part of the normal package of health & safety information.

Managing trustees may wish to bear in mind that there are apparently more fatalities from work carried out below 4.0m high, than from above this height.

Information Communication Technology Software Licensing

Computer equipment obtained for use in the life of the Church can benefit from reduced rate Microsoft products available because of the Churches charitable status. One provider of such licensing is Civica Services (www.civica.co.uk). Civica are one of only a handful of approved Microsoft Large Account Resellers, authorised to handle volume licensing (such as Select and Enterprise agreements). Their low prices are made available to all charitable organisations through Charity Logistics who work in partnership with Civica.

Charities that become an affiliate member of Charity Logistics will be eligible for select pricing. **Affiliation with Charity Logistics is free, there is no registration fee.** See the Charity Logistics website: www.charitylogistics.org for more information.

*Information kindly passed on by
Rev. Mark Pengelly*

Minister - Worksof United Church and Rhodesia Methodist Church

(W.U.C. is a Partnership of Methodist and United Reformed Churches)

Accident Books

Trustees need to obtain a new version of the Accident Book, in order to comply with data protection legislation. The new accident book can be obtained from the Health & Safety Executive (tel 01787 881165), or from many bookshops; other versions are acceptable provided they comply with the data protection legislation. The new books should be used from 31 December 2003, and are arranged to allow accidents to be recorded, while details of individuals are stored separately.

Using Technology in Worship

"Things you wanted to know but were too embarrassed to ask".

This booklet which is shortly to be published will also be available on the Methodist website.

It has been prepared by the Creative Arts in Methodism Team also with help from Mark Pengelly and contains lots of useful information and ideas. We commend it to you.



Statutory Inspection of Passenger Lifts and Lifting Appliances

Methodist Insurance PLC have kindly prepared the following guidance on this issue:

The impact later this year of disability legislation means many more churches are now installing lifting devices on their premises. Churches must comply with the Lifting Operations and Lifting Equipment Regulations 1998 (also known as LOLER) which require a periodic thorough examination by a competent person.

Methodist Insurance, in partnership with Allianz Cornhill Engineering is able to provide the inspection service to meet this statutory requirement. Engineering Surveyors from Allianz Cornhill Engineering would visit churches for this purpose. Following completion of their inspection, a report of examination is issued in accordance with the legislation.

Managing trustees may believe that statutory inspection requirements are met by a maintenance contract, but this is not the case. **A maintenance contract does not provide the statutory inspection cover required under legislation.**

Subsidence

Methodist Insurance PLC would like to remind you of the position under their insurance policies regarding subsidence and related damage.

The Circuit policy continues to provide cover for damage to manses subject to a policy excess, which is usually £1,000.

The Church Shield Policy only provides automatic cover for private dwelling houses such as caretaker's residences, which may be insured in addition to the main premises. For the Church buildings themselves, no cover is provided within the terms of the standard policy. However, Methodist Insurance gives Churches the option to buy back the cover subject to satisfactory assurances regarding the structural condition of the property and on payment of an additional premium.

For further information on this both these matters please contact Methodist Insurance direct. (Tel No: 0161 833 9696; Lo Call: 08457 697531; e-mail: enquiries@micmail.com)

Rent Arrears

Where property is being let and the tenant is not paying speedy action should be taken with the consent of the Methodist Property Office to recover the arrears or if necessary to evict the Tenant. In a number of instances coming before the Committee arrears have been allowed to accumulate resulting in a considerable loss to the Managing Trustees.

Early action is advisable both in the interests of the Tenant where there may be a difficulty and the Managing Trustees.

Reverter of Sites Act

The Legal Section would like to express their thanks to all the Superintendents who kindly responded to their request for information as to whether any Chapels or other buildings were on a reverter deed. This did not in fact, have any impact on the Court case in respect of which the information was sought. However, the Legal Section can now report that very few Churches in fact are on reverter deeds so happily the validity or otherwise reverter clauses will not be a common problem.

Permanent Endowments

Does your Church have an endowment trust in which you receive the income only but would like to use the capital.

It may be possible using the Charities Act 1993 to apply to have the capital released for use. The capital would have to be used for the same purposes as the income is now used and the income must not exceed £1,000 in any one year.

Further details are available from the Trustees for Methodist Church Purposes, Central Buildings, Oldham Street, Manchester M1 1JQ

Warning - Data Protection Hoax

Trustees for Methodist Church Purposes (TMCP) would like to warn all concerned persons to be aware that there is currently hoax mail being distributed from a Data Protection Enforcement Agency (currently in Rochdale) stating that you are not currently "notified". It asks you to send money in order to add yourself to the register.

DO NOT REPLY TO THESE LETTERS

All churches, Circuits and Districts are currently covered under the group registration scheme and it is TMCP who hold the "notification certificate".

Any correspondence received from the proper Statutory body – which is The Information Commissioner in Wilmslow – should be directed to TMCP.

Thought about Commissioning Artwork

If not then now is the time to get your thinking caps on!

The Methodist Property Office and the Creative Arts in Methodism Forum have joined forces to provide some exciting new guidance information on artwork in church buildings.

“...there is a good deal of interest in spirituality, art and religion in our current culture. Works of art of all kinds can attract people to what the Church is about”.

Revd Graham Kent, Visual Arts Consultant to Creative Arts Forum

At a time when the Resourcing Mission office is encouraging Churches to become focal points in their communities – a piece of artwork could provide an excellent means of drawing people into your building.

Artwork can be part of a larger Property Scheme and may even attract a grant from the (Fund for Property) New Initiatives Fund!

The commissioning artwork information leaflets can be viewed on the website at www.methodist.org.uk together with some colourful examples of artwork already installed in some churches. If you do not have internet access please contact the Methodist Property Office for the information leaflets.

Green Buildings

Many will be aware of the Methodist Church's Environmental Policy. So far, we have not collected any information on schemes which make a positive attempt to be more environmentally aware – for instance, by using wind or solar energy, recycling water, reducing energy use, etc.

We would be very interested to hear of any such schemes (please send information to the technical officer, Quentin Pickard). Please bear in mind that we are looking for schemes that are really pro-active and innovative, rather than routine work of upgrading insulation, installing double-glazing etc.

Information sent to us should be concise, please – no more than a page or two of text, together with photographs or illustrations of the scheme.

Safeguarding

Revd Pearl A. Luxon, Head of Child Protection & Safeguarding has kindly prepared the following guidance

Lettings and Child Protection

We have had several enquiries about using forms D and E in the Safeguarding book and how to apply good practice to Church booking/lettings.

Safeguarding Form D

This is for use by the person who controls the keys in each church. Do you know who has a key? How are they accountable for its use? Please ensure that you review the use of keys every few years and ask all those who hold a key regularly or permanently to sign a form and be aware of the local Safeguarding policy. (See pages 12 and 50 in Safeguarding)

Safeguarding Form E

This is for use in arranging bookings of church premises and may be incorporated in to a lettings agreement by each church, or the signing of it can be made a condition of the letting agreement. It is not intended that every let reads the whole of Safeguarding, but the local policy should be made available and also the Home Office "Safe from Harm" guidelines, see back inside cover of 'Safeguarding'.

Liability

There is concern about liability in relation to bookings or lettings. If there is a formal lettings agreement where a fee has been paid and an agreement signed then the liability passes to that group for its activities. Of course, liability still remains with the church over the premises and its own activities. An organist using a church for lessons or a parent booking for a party needs to have a formal agreement and a fee paid. Notwithstanding the above if a minister or official of the church becomes aware that someone using the premises either does not follow their organisations guidelines based upon Safe from Harm or any policy that the church follows then you should challenge this. You do not have to accept bookings where these guidelines are not being followed. In certain cases it should be brought to the attention of the local authority if children are being put at risk by the activities of a group that ignores the Home Office guidelines. The Methodist Property Office in Manchester is able to offer guidance about lettings agreements

For queries about Safeguarding please contact

Revd Pearl A. Luxon, Head of Child Protection & Safeguarding Methodist Church House 25 Marylebone Road LONDON NW1 5JR

Telephone: 020 7486 5502 Fax: 020 7486 7792

For queries about letting agreements contact Trustees for Methodist Church Purposes, Legal Section, Central Buildings, Oldham Street, Manchester M1 1JQ

New Property Grants Policy

What does it mean?

Many of you will be aware of the new property grants policy which was approved by the Connexional Property Committee last October and is now in operation. The need for this new policy came about partly to take account of the financial climate which has affected the Church in recent years and which has resulted in a reducing level of Connexional funds, as well as cuts in the budget of allocations from the Rank Trust. Nevertheless it has also given an opportunity to give better guidance to those Churches wishing to embark on a property scheme, not only to make it easier when applying for Connexional funds but also when applying for funds from external sources which is becoming increasingly necessary.

In conjunction with this new policy a new grant application form, which includes the Local Church Profile section, has been introduced to be used by Churches when applying for grants from the Fund for Property (standard grant), the Connexional Advance and Priority Fund and the Rank Trust for schemes which generally are likely to cost £40,000 or above. Each of these grants is subject to a maximum limit of £4,000, £20,000 and £30,000 respectively. If all three grants are being sought, the total package is limited to a maximum of £50,000. If your Church does not qualify for a grant from the Rank Trust, it may still be possible to receive standard property grant and a Connexional Advance and Priority Fund grant subject to the specific criteria.

Each scheme will be assessed taking into account Circuit and Connexional policy (Our Calling); in particular that it incorporates aims to target young people and young adults. The scheme should also demonstrate your commitment to meeting the needs of the Community which it serves, consistent with the mission policy of your Church and Circuit. Ecumenical dialogue will also be considered important together with collaboration on outreach and worship if appropriate. Your scheme should also incorporate the potential of providing new ways of being Church or improving on existing practice.

When assessing the above priorities consideration will be given to the demonstration of need taking into account funds available to the scheme from all other sources including the amount your members are raising and that all options have been considered including location, new build, extending or amalgamating (working ecumenically, using the buildings of another denomination, proximity of other Methodist Chapels, availability of public halls etc).

The written development plan for the scheme, reflects your Church mission statement and includes a monthly ongoing revenue plan and targets for usage by members and external groups.

What are you entitled to?

Fund for Property Standard Grant

1/10th of local effort – maximum £4,000

Connexional Advance and Priority Fund

Up to £20,000. Criterion min of £1,000 per member raised by local effort

Rank Trust

Up to £30,000 (minimum £5,000) and based currently on local effort fund raising as follows :-

Local effort fund raising over

£1,000 per member – grant to local effort ratio 1:7

£751 - £999 - grant to local effort ratio 1:9

£500 – 750 - grant to local effort ratio 1:11

To qualify for a grant from the Rank Trust, your Church must not be closer than five miles from the next nearest Methodist Church if you are situated within a rural area and one mile if you are situated within an urban or inner city area. **In addition the grant must be drawn within three years of the approval.**

Fund for Property Discretionary Grants

In addition to the above further minor discretionary grants are available for specific purposes.

Help!

The Mission Projects and Funding Office will be pleased to assist in calculating a funding package for your proposed scheme, to include any or all of the above grants and give guidance at any stage of your scheme (even if it just an idea at the moment). In addition, the Funding Team has developed additional expertise in various external methods of funding such as external Charitable Trusts (we are able to research those trusts which may be specifically suitable for your particular scheme), Landfill Tax Credit System (applicable if your Church is within ten miles of a landfill site), Private Sector, Lottery, Local Authority, Government and European Funding.

The funding team can be contacted at the Resourcing Mission Office, Central Buildings, Oldham Street, Manchester M1 1JQ tel 0161 236 5194, fax 0161 236 8908 e mail: grants@property.methodist.org.uk

Full details about all grants are available on our Web site: www.methodist.org.uk

Further information

Please contact the Methodist Property Office – Resourcing Mission, Central Buildings, Oldham Street, Manchester M1 1JQ 0161 236 5194
website www.methodist.org.uk

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Who has been sent copies

Superintendents	*	Circuit Property Officers	*
Ministers	*	Local Property Officers	*
Circuit Stewards	*	Church Treasurers	*
Circuit Treasurers	*	District Officers	*