

For your local property officer and treasurer

Property Points

2004 Part 2

Dear Friend

We send our greetings and good wishes from the Property Office and hope you will find this edition of Property Points of interest and also useful in the development of your mission.

In addition to the variety of information on matters which affect local trustees there are two significant Conference Reports which we report on; they are:-

Releasing Methodist Money for Mission and Schemes for Minor Works - District Pilot Exercise

We hope the former will encourage creative thinking in supporting mission initiatives with substantial amounts of money becoming available across the Connexion.

The latter will test whether up to 20% or more of property schemes can be approved in the Districts rather than come to Manchester. If so, this will reduce bureaucracy and allow the Methodist Property Office to focus more time on the developing current issues of the use of Methodist premises.

Thank you for your contribution to the maintenance and mission of the Church.

With our good wishes

*Alan Pimlott
Connexional Property Secretary*

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Grants for War Memorials

The Friends of War Memorials (FoWM) has recently announced a new grant scheme for the repair and restoration of freestanding War Memorials in England. This new scheme offers grants of up to 50% of eligible costs up to a maximum of £10,000.

FoWM also has its own Small Grant Scheme which offers grants of up to £250 to War Memorial projects of all types.

FoWM also offers expert advice on conservation, sources of grant aid and practicalities.

To contact them:

The Conservation Officer
Friends of War Memorials
4 Lower Belgrave Street
London SE1 6HZ

020 7259 0403

www.war-memorials.com

MPFO!

Give us an **M**.....Give us a **P**.....Give us an **F**.....Give us an **O**!

And what have we got?

The **M**assively-troublesome **P**roperty **F**orms **O**ffice?
The **M**any **P**roperty **F**ears **O**ffice?

NO.....

The **M**ission **P**rojects & **F**unding **O**ffice!

We were the General Office, then the Agenda Office, we have even been the Scheme Development & Funding Office but now we are formally known as the Mission Projects & Funding Office (MPFO).

Who are we and what do we all do??

Robin Garrido is the Mission Projects and Funding Manager. Robin is available to discuss all your funding details and is ably assisted by the following members of the team...

Stephanie Hughes is Robin's Secretary. Steph also provides secretarial support for the MPFO team and is normally the person you speak to when you need to contact a member of the team. She also helps to administer the Landfill Tax Credit Scheme grants on behalf of Trustees for Methodist Church Purposes

Rowanna Willis is the Charitable Trusts and Scheme Development Administrator and provides guidance on schemes, funding, external funding and a plethora of other things!

Helen Morten is the Grants and Database Administrator and provides guidance on Lottery, European, local, regional and national external funding opportunities, as well as giving general scheme and property information.



L to R Rowanna Willis, Robin Garrido, Stephanie Hughes, Peter Jarvis, Helen Morten, William Swires

Peter Jarvis is the office Administrative Assistant who normally answers all your Landfill telephone queries and also does the Charitable Trusts searches.

William Swires is the Mission Projects and Funding Development Officer. If you have had a successful Landfill Application through Trustees for Methodist Church Purposes, William will be visiting your church to take photographs before, during and after the building works in order for us to comply with Landfill's regulatory body, ENTRUST. William is also the editor of the recently published Shaping the Future document. His time is shared between MPFO and Local Mission & Unity.

Grant Support Application Form

We know there is a form to complete for everything in Methodism and yes, you assume correctly, the Property Office have introduced yet another all singing, all dancing form for you to fill in!!

The new Grant Support Application Form is designed to be used by churches who are carrying out a building scheme, normally at a cost of over £40,000, who wish to apply for funding from the Connexional Advance and Priority Fund, The Rank Trust and the Standard Fund for Property grant.

The new form incorporates the Local Church Profile and aims to give the church a chance to think about their scheme in a new way. We want churches to think about the priorities of their projects in relation to mission, their local community and circuit strategy. The form also provides the District with a space to comment on the scheme and its aims.

Don't worry...if you are unsure about anything on the form, the MPFO team are here to help. Contact us on the usual address and telephone number or send an email

E mail Address

On the 1st July the MPFO team started using a new email address. We no longer use 'Grants' or 'SDO'. You can now use

mpfo@property.methodist.org.uk.

If you have sent us emails using the old addresses, don't worry, they will have been redirected to our new inbox.



External Funding – The Property Office Way!

Since its launch in May 2003, The Active Faith Pack has provided many churches with basic guidance on external funds and contacts.

The good news is that since we started giving external funding guidance two years ago, more external grants have been given to church projects than ever before. (over the last 12 months more than £9m worth of funding has been given to approved schemes from external sources)

That's not the only good news.....we now provide an even better guidance service.....

Don't have internet access?? Don't have time to surf the web??

If your church is in the process of putting together the funding for a scheme we can do an internet based search on potential contacts for funding in your area.

We can provide valuable contact information for all your local, district and county councils as well as Regional Development Agencies, Local Strategic Partnerships and other funding opportunities in your area.

We will also continue to search the Directory of Social Change Grant Making Trusts CD Rom on your behalf.

All we need from you is as much information as you can give on the church, community facilities, user groups and your local area.

Contact the Mission Projects and Funding Team on

mpfo@property.methodist.org.uk

We eagerly await your phone call or email!

Property IT Points

From time to time significant matters arise shortly after Property Points is published leaving a period of up to six months before we are able to notify trustees.

We are therefore planning to develop pages on the Methodist website which will in effect be a Property Points update. It may be that information published in this way will also be repeated in the next paper version of Property Points as it is clear some readers will not have access to the internet.

Electrical work in manses and other domestic property

The Building Regulations are being extended to cover certain electrical work in domestic property.

A new "part P" of the building regulations is proposed to come into effect on 1 January 2005. The proposals have been published in draft, and although some changes may be made in the final version, these will probably only be minor.

As always, the regulations need to be read to understand the full implications, and in case of doubt an architect or surveyor should be consulted; certain aspects are bound to be open to different interpretation.

The related area of inspection and testing of electrical services (including portable appliances) is set out in our information sheet, available on our website or by post.

Rewiring or major alterations

Managing trustees should therefore bear in mind that re-wiring or major alterations to the electrical installation and related systems (eg fire and smoke alarm systems) must either:

- (a) be carried out by a suitably qualified person or firm, or
- (b) be submitted to the local authority for approval under the building regulations.

The lists of suitably qualified persons and firms is not yet available, but will hopefully be published by the government in the autumn, and we suggest that trustees will normally wish to take this option. Such lists will presumably be available from local authorities or Citizens Advice Bureaux – it will not be possible for the Property Office to keep such lists.

Minor electrical work

The greatest difficulty is probably going to be deciding if the proposed work is a "minor work" not covered by "part P".

The (draft) approved document for part P gives some examples of "minor work": adding or replacing lighting points or socket outlets to existing circuits, or replacing a single circuit if it has been damaged.

Testing the system

It goes without saying that even where such work is carried out by volunteers, it needs to be tested on completion by a suitably qualified person or firm (normally a contractor registered with the National Inspection Council for Electrical Installation Contracting - NICEIC), and the certificate should be kept with the property log-book.

Trustees may be interested to know that the background to this new requirement is the increasing number of fires and fatalities caused by electrical faults in dwellings.

Oil Storage tanks

Control of Pollution (Oil Storage) Regulations 2001 – Statutory Instrument 2001 No 2954, available on

www.hmso.gov.uk/si/si2001/20012954.htm

Revised regulations have been introduced, and managing trustees who have oil storage tanks need to check the position with their service company. There appear to be transitional provisions allowing oil storage tanks installed before 1 September 2001 to remain in use until September 2005. Tanks installed in the last few years should already comply.

The regulations must of course be read in full for details of all the changes, but the one most likely to affect older tanks is that there must be a “secondary containment system” with a capacity to contain at least 110% of the capacity of the oil tank; the reason is to prevent oil spillage into watercourse and drains.

Further information

Trustees may also wish to consult the architect or surveyor who carries out their quinquennial inspections, as planning permission and building regulations consent may also be needed for the new installation. Further details are available from the Environment Agency: see also their web site

www.environment-agency.gov.uk

Legionella

Many people are aware of the potentially dangerous “legionnaires’ disease”, caused by breathing small drops of contaminated water.

Water systems encourage the bacteria to multiply, particularly if you store hot water at 20 deg C to 40 deg C. This can include water in showers, air conditioning units, humidifiers etc – but remember that if the hot water comes directly via the mains supply (ie, is not stored) you should not have a problem. In theory, stagnant cold-water storage tanks could also be a problem.

Risk Assessment

If your church premises store water at these temperatures, managing trustees must ensure that the situation is covered in a risk assessment.

If as a result of the risk assessment, it is decided that the risks are insignificant, you need to take no further action. However, if you think there is a significant risk, you must ensure that suitable professional firms test and cleanse your systems as necessary. Another way of reducing the risk is to keep the hot water temperature above 50 deg C – but if so, you must have warning notices near taps to prevent scalding (or use thermostatic taps).

For more information

See the Health & Safety Executive’s publication “Legionnaires’ disease – a guide for employers”, available free on their web site:

Building Schemes for Minor Works – Pilot Arrangements

Conference in June 2004 approved a proposal, to be trialled in a number of Districts, for building schemes of minor works to be approved, on behalf of the Connexional Property Committee, by Districts without the need for them to be sent to the Methodist Property Office in Manchester.

The Districts who have agreed to participate in the trial are:

London North West (2)	Liverpool (18)
Birmingham (5)	Newcastle (20)
Bolton and Rochdale (6)	North Lancashire (21)
Bristol (7)	Oxford and Leicester (23)
South Wales (8)	Plymouth & Exeter (24)
East Anglia (14)	Southampton (26)
Leeds (16)	

The proposals are given effect by an amendment to Standing Order 931 (8) and will run for an initial period of 12 months from 1 July 2004.

For the purpose of the trial the arrangements apply to property schemes for Chapels, Halls, Manses or other property where costs are estimated to be no more than £12,500 (excluding fees and VAT) and which would normally require approval of the Connexional Property Committee because they involve:

- ? building works including alterations or structural repair and/or
- ? outside sources of funding including, grants, loans and the use of certain “Capital Monies”

There are a number of exclusions, including Listed Buildings and Conservation Areas; Shared Churches and Legal Matters and where Grants from Fund for Property and Landfill Tax are being sought. More detailed guidance is included in the notes which accompany the simplified Schedule 1 (MW) for Minor Works (Pilot Arrangements 2004/5). To avoid general confusion this is not available on our website but the 13 participating Districts have been sent the necessary information and will be happy to supply same to individual churches and circuits.

In partnership with those Districts we shall be monitoring these new arrangements over the next few months in order to report back to the Connexional Property Committee and indeed to Conference 2005. If successful it is hoped that the procedures will be extended to all Districts from Summer 2005.

We shall doubtless include further information in future Property Points.

SO

If you are in one of the above mentioned Districts and have a modest Property Scheme estimated to cost less than £12,500 (excluding fees and VAT) ask your District Property Secretary for a copy of Schedule 1 (MW) to see if it can be dealt with under these new trial arrangement.

Good News ... You're not on your own!

Is your Church Council considering a property scheme? There are many other churches throughout the UK that might be doing exactly the same thing, or have already completed it. There are some churches that have done things with their buildings which you may not even have thought possible.

The Methodist Property Office has created an area on the website dedicated to publishing good news about building work that has recently been completed in churches throughout the UK. We hope to help managing trustees see what is possible.

There are currently a small number of completed property schemes on the website and we hope to increase this, showing a wider representation of all the schemes that come through the Property Office. Your church may be considering adapting the building for disabled access, or you may be building a new church. You will be able to see what other churches in your locality, or in the UK, have done.

We have limited information in our records and the only way we can provide good news to other churches is if you send us additional information. The information which you send in can be incredibly useful to other churches.

To enable this to be of maximum benefit to everyone, we need your help to help other churches. The smallest scheme can make a huge impact on the life of a church.

We need information such as:

?????Background text describing the need for the property scheme, what the work involved, and the subsequent benefits to the church and community.

?????Photographs of before and after (please contact us for details of what is required).

If your church has recently completed a property scheme, or you know of a property scheme which has transformed the life of the church, we would be grateful if you could contact the Technical and Conservation Section, of the Property Office, on 0161 236 5194 or email tech_cons@property.methodist.org.uk.

Where can I find this information on the website?

The completed property schemes webpage can be found by visiting www.methodist.org.uk, > **Information** > **Resourcing Mission** > **Technical or Conservation** > **Some Completed Schemes**. You can use the interactive map or list, to view property schemes within certain districts.



Extract from the Completed Scheme webpage for Fulham Broadway Methodist Church:

The completed building had to be highly flexible in use in order to accommodate a variety of religious, pastoral and community uses. There was a further requirement that the scheme had to be submitted for planning permission within a six-week time frame to ensure that the planners could deal with the "comprehensive" design of the shopping centre.

After a number of proposals, the members of the church agreed unanimously to adopt the design, which to a large extent is now completed. Whilst it was necessary to adapt the original proposals to save costs, the inherent spirit of what the Trustees hoped could be achieved has been delivered. The unique

glass front wall allows passers-by to view the open vista of the church and the communion area. At night, especially, all are agreed that the building truly is a beacon from which to preach God's message.

Picture supplied by PMP Architects, London

Draft Charities Bill

Managing Trustees of local Churches, Circuits and Districts may well have become aware that the Government has published a Draft Charities Bill.

The proposed Bill is intended to recognise the value of the voluntary and community sector and to create a modern legislative framework in which it can operate.

The proposals have been the subject of a consultation exercise with the charities in question and the

Methodist Church and other denominations have taken part in this process.

A Joint Committee is due to report back to the Government by 30th September 2004.

Details of the Methodist Church's response will be made available in due course. The Draft Bill itself is on the Government's website @ www.homeoffice.gov.uk.

Once the proposals are finalised

they will be communicated widely and the Connexional Team will be providing support and guidance to local churches and other trustees in preparation for their implementation in due course.

A draft revised Charity SORP (Statement of Recommended Practice) has also recently been published. Any implications arising from this which affect Methodist trustees will be communicated Connexionally in due course.

Releasing Money for Mission

Conference this year gave approval to a range of initiatives to release Methodist money for mission.

The aim of the report is to reflect the principles and policy of the Methodist Church in the ways in which Circuit Advance Funds and other funds may be used. In particular the report aims to improve the way the use of such funds reflects the principle of connexionalism and the priority of mission as they are contained in the report adopted by the 1999 Conference on the nature of the Christian Church in Methodist experience and practice, *Called to Love and Praise*.

The new initiatives were approved as an integrated package without amendment and affect the way we access Circuit and Other Advance Funds. All of these new measures will come in to effect on **1st September 2005**. In the meantime they will be communicated to the Circuits and Districts and the year's grace will allow time to consider how best to implement the changes.

The **full Report** needs to be read in order to gain an understanding of the reasons behind the proposals. It recognises that there are substantial amounts of money in the Church which are not being used and creates easier access to those funds in encouraging mission projects.

Full details will be made available on the Methodist website in due course and the main initiatives are as follows:-

- * **District approval for CAF Grants for ministry**
Districts will continue to have authority to approve grants for ministry projects using Circuit Advance Fund (CAF) money at the request of the Circuit. These grants will be made direct from the CAF
- * **Up to £10,000 available annually from CAF**
Circuits will be able to withdraw up to £10,000 annually from Circuit Advance Fund for any Methodist purpose subject to funds being available. This facility will replace the present arrangement which allows withdrawal of interest only for non capital purposes.
- * **ICAF abolished**
As a consequence of the above interest on Circuit Advance Fund (ICAF) schemes are to be discontinued though all existing commitments will be honoured.
- * **Increased CAF contributions to DAF**
The annual contribution (currently 1%) by Circuits from Circuit Advance Fund to the District Advance Fund will be increased from 1st September 2005 to :-
 - 2½% on any balance up to £100,000 or the first £100,000 of larger balances.
 - 5% on any excess balance over £100,000
- * **Reserves Policy to be established**
Each Church, Circuit and District must implement its own Reserves Policy which will be agreed annually e.g. Local Churches will make a report to the Circuit and so on. Detailed guidance will be provided together with a Model Reserves Policy and Report Form.
- * **Surplus Funds available for Mission**
All Methodist charities (i.e. Churches, Circuits and Districts etc) will be asked to make available any surplus funds for the wider mission purposes of the Church. So for example a local Church might agree to make a grant to a neighbouring Church which has insufficient money to support its mission.
- * **CAPF distribution to DAFS to continue**
The Connexional Advance and Priority Fund will continue to distribute 25% of its levy income to District Advance Funds, though the distribution may be withheld from any particular District which already has surplus funds at its disposal.
- * **CAPF Levy Tariff simplified**
Whenever property is sold the levy will be based on a simple tariff:-
 - 15% on all amounts up to £100,000, or the first £100,000 of larger proceeds of sale.
 - 25% on those amounts above £100,000
- * **Up to £20,000 available from Bequests**
The amount able to be withdrawn without formality on all model trust Bequests will be increased from £5,000 to £20,000, subject to funds being available.

Standing Orders will be amended during the year and submitted to Conference 2005 for approval.

Members of the Connexional Team will prepare detailed plans to help Circuits and Districts understand the implications of the new proposals.

Training and Development Officers (TDO) and other members of the Connexional Team will liaise with the Resourcing Mission Office and both TDO's and the staff at the Resourcing Mission Office will be happy to respond to any queries.

Scheme Phasing

It may be useful to start by explaining what is meant by phasing a scheme and perhaps the best way is to pose some questions

If we wish to carry out the work in manageable and practical sections immediately following on from each other, is this a phased scheme and do we therefore need phased approval for each section?

No, this is not a phased scheme, providing you have achieved the 50% of local effort funding target and your other grants have been confirmed, full approval should be sought. This method of completing a scheme should be referred to as staging and is purely a practical way of managing the scheme. It also allows time for the balance of local effort funding to be raised. Remember you have up to five years to complete the scheme from the date of approval.

What is a phased scheme?

A phased scheme is when one scheme is divided into one or more sections with each section receiving separate formal approval for each phase.

What are the difficulties of a phased scheme?

Experience has shown that where phasing a scheme is being contemplated the length of the entire scheme can become extended beyond that originally envisaged. This can often result in members becoming demoralised by protracted progress with a consequent adverse effect upon local fundraising.

During this extended project period it is often the case that the scheme costs will rise substantially beyond that originally planned with the result that members have to raise even larger sums of money.

A phased scheme can also create problems with grant providers in so much as whilst their grants may have been given for the entire scheme they may well not wish their grant to be used on just one section of the scheme. You could risk either losing the grant or at best not being able to use it at the time when it would be most beneficial.

A further difficulty is that some or all of the grants may have to be used to fund the first phase leaving little or nothing towards further phases. As grants have already been given it may affect the possibility of attracting further grants, particularly as most grant providers will not give grants to a scheme which has in effect already started.

When should we consider the option of a phased scheme?

You should only consider the option of phasing a scheme if as part of the main scheme, a certain element is in relation to urgent work which it is deemed cannot wait until the full funding package is in place.

Alternatively, it could be that you have guaranteed funding for future phases but the timescale for the availability of these funds does not fit in with the most suitable start date for the scheme.

What are the alternatives to a phased scheme?

*There is absolutely no reason why any scheme should not be looked at as a series of separate schemes. For example the scheme may be for a new kitchen, toilets, entrance foyer and community room. This may lend itself to being **two separate schemes** (1) toilets and kitchen (2) Entrance foyer and community room.*

Each of these schemes could attract funding in its own right but members would also be more focused in raising money for a scheme that was going to be completed in a shorter period and perhaps gain in confidence for the fundraising required for the second or subsequent schemes.

Finally, why rush?

If you want to carry out the whole scheme, prepare a business/ development plan that will enable you to do so within achievable realistic timescales – remember if a job is worth doing it is worth doing well.

The MPFO Team is here to help you make the right choices, before you start on the planning of your scheme, why not discuss your ideas and dreams for the development of your church with us and together lets turn them into reality.

Land Registration Act

The Methodist Property Office (on behalf of the Connexional Property Committee), the Trustees for Methodist Church Purposes (TMCP) and Methodist Chapel Aid Ltd (MCA) are currently engaged in discussion about how the requirements of the Land Registration Act will affect Methodist managing trustees required to deposit security for loans from MCA granted to support property schemes.

Guidance will be made available on the Methodist website in due course. We currently expect any recommendations to go before the respective Boards (MCA Ltd and TMCP) and the Connexional Property Committee for ratification before the end of October 2004.

GOD'S MISSION - OUR CALLING

EQUIPPING OUR BUILDINGS FOR MISSION

Donations to the Fund for Property in the
Connexional year September 2003 to July 2004
£441,978

Grants from Fund for Property during the year
£503,474

Standard Grant	£334,692	Discretionary	£13,000
Stitch In Time	£10,000	Disability	£97,950
Vandalism	£9,582	MAPP	£10,500
Listed Buildings	£27,750		

Grants from External Sources totalled £9,035,683

Public Sector	£2,367,446	Rank	£566,300
Charitable Trusts	£3,526,475	Lottery	£829,640
Landfill	£1,017,377	European Funding	£728,445



The Methodist Fund For Property Works Together With The Funds For Home Mission, World Mission And The Methodist Church Fund To Enable The Whole Mission Of The Church.

The Church in the background is Trinity Methodist Church Lowestoft

Some theological reflections on Property and Finance - NEHEMIAH

Building renovations	Personal prayer	1:4-11	
	Request from major donor	2:1-8	
	Government grant	2:7-8	
	Executive planning	2:11-16	
	Crucial leadership meeting and commitment	2:17-18	
	Volunteer labour and organisation	3:1-32	
	Debt counselling and action	5:1-13	
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	Annual funding	Public gifts	7:72
		Signed stewardship covenant	9:36-10:39
		Fund raising office established	12:44-47
Circuit dedication and restoration of worship		12:27-45	
Reorganisation plan		13:4-14	

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