

Property Points

2005 Part 2

Dear Friends

There are a number of new initiatives to be launched this autumn:-

1 **RELEASING METHODIST MONEY FOR MISSION** - New ways of accessing capital money came into play from September.

2 **MINOR WORKS** - Property Schemes costing up to £20,000 will be approved by Districts subject to certain exceptions.

3 **STANDARD FORMAT OF ACCOUNTS** - A new and simple format for Receipts and Payments accounts is an option for Churches and Circuits this year. If the Standard Form is completed a **SCHEDULE B IS NOT REQUIRED.**

4 CD Rom - "**Building Confidence**" is to be released around November and includes guidance on Circuit Mission policy, "**Shaping the Future**"

5 **DVD** - "beyond the wood and stone" - showing ways of using space creatively in our buildings.

We hope you will find all of these projects will help you develop local mission. Please contact us for further information.

We also continue helping local Churches develop property schemes and are grateful for your continuing support by way of donations to the Fund for Property (and the other main funds).

Alan Pimlott
Connexional Property Secretary

Index

Active Faith Pack The	4
Beyond the Wood and Stone	8
Building Confidence	8
Completion of Schedules	3
Disability Discrimination Act	3
Email Addresses	1
External Funding Searches	4
Got any exciting fundraising ideas??	4
Grant Making Trusts...Breaking News	4
Listed Places of Worship Grant Scheme	2
News from The Big Lottery Fund	4
Permanent Endowments	3
Releasing Moneyfor Mission	5
Reserves Policies	7
Sabbaticals	1
Safeguarding	5
Schedule 1 & External Grants	4
Schemes for Minor works	2
SPAB - Maintenance Training	2
Standard format of Accounts	6
Unauthorised Works to Listed Chapels	2

Change of Email Address?

Now that more information is being sent by email, please do not forget to tell us if you change your email address or ISP. Any changes should be notified to the Methodist Church House (dba@methodistchurch.org.uk) who will then pass on regular updates to the Property Office.

Sabbaticals

For any Ministers taking a sabbatical, we would be very grateful if you could advise us of the dates of your sabbatical so that we can avoid disturbing you during this period. We will endeavour to send any correspondence regarding property schemes to an alternative contact if required, but would advise that you should still have local arrangements in place to forward any correspondence to the relevant people during your sabbatical.

Thank you!

Schemes For Minor Works

In the last edition of Property Points we announced proposals to introduce from July 2005, new procedures to allow schemes of minor works to be approved by Districts without the need for them to be submitted to the Manchester Property Office.

Following our report to Conference 2005 on the very successful pilot project these new arrangements are now in place for all Churches and Circuits.

The new provisions are for schemes where costs are below £20,000, excluding VAT and Professional Fees, though there are some important exclusions as follows in relation to schemes:-

- * for Listed Buildings
- * for buildings in a Conservation Area involving external changes
- * of demolition
- * which involve any legal matters
- * for Shared Churches
- * for Methodist Day Schools
- * for Organs (see S.O. 930 (2) (v))
- * for Feasibility Studies
- * where Landfill Tax Grants or Fund for Property Grants are being sought
- * where grants contain conditions which are the subject of any legal agreement
- * where costs (excluding fees and VAT) are likely to exceed £20,000.

The process involves completion of a simplified 2 page Schedule 1 (MW).

The Schedule together with accompanying guidance notes is available from your District Property Secretary or can be downloaded from our website – www.methodist.org.uk – click on [Information/Resourcing Mission/Publications](#)

We think the scheme will be widely welcomed and hope that it will help speed the process for approving the more modest and straightforward schemes and allow us to redirect our limited resources on the increasing number of larger and more complex schemes.

Please note that this is not a deregulation as the requirements of Standing Orders and Connexional Property Committee policy still apply, but it is a significant delegation to Districts who are of course required to give their approval to all schemes in any event.

The guidance notes to the Schedule should be fairly self explanatory but if you have any queries please contact

Listed Building News

Listed Places of Worship Grant Scheme

Many of our listed chapels have benefited from this scheme which allows the reclaiming of VAT on repairs in excess of £1,000 in any one year. A slight modification to the scheme has been announced. It is now possible to claim for work carried out on lightning conductors.

For further details of the scheme ring 0845 601 5945 or look at the website: www.lpwscheme.org.uk

SPAB - Maintenance Training

The Society for the Protection of Ancient Buildings (SPAB) has asked us to convey their thanks for the excellent response received to the questionnaire which was distributed earlier this year to Circuit and District property staff.

The research has proved that there is both a need and a demand for maintenance training for volunteers of all denominations who look after places of worship. Subject to any comments from the Heritage Lottery Fund on the report of the research, an application will be made to the Heritage Lottery Fund for a grant for the courses - effectively a trainer plus assistant, publications, website etc. If this is successful it is hoped that the first courses will be set up for autumn 2006.

Further information will be given in due course.

Unauthorised Works to Listed Chapels

During the last year we have had to deal with two cases of unauthorised work in listed chapels. One case related to the removal of a staircase and the other the majority of ground floor pews. In both cases action was taken because of a perceived need to deal with dry rot or woodworm. Should a similar problem occur elsewhere, we must stress that no action should be taken until the matter has been thoroughly discussed with the Property Office and clearance given.

Both cases resulted in difficulties for the Managing Trustees in terms of additional work, obtaining reports and of course the stress of dealing with the situation. In addition there were financial penalties in respect of grants being withdrawn.

If you have any queries about urgent repairs or other remedial work please contact us before any damage is

Permanent Endowments

The Trustees for Methodist Church Purposes currently hold 2,464 permanent endowments where the annual income is less than £1,000 a year. The capital in these trusts is £11,300,000.

Under the provisions of the Charities Act 1993 the capital can be made available as well as the income for the purpose for which the trust was created. If your church has any such trust or trusts and you wish to enquire as to the procedure please contact the Trustees for Methodist Church Purposes Legal Section at this address.

Disability Discrimination Act (DDA) 1995

It is with regret that we have to report that a Methodist Church has been taken to court by an individual who considered that the managing trustees were not complying with the Disability Discrimination Act. The court decided there had not been reasonable adaptation to the buildings concerned, although these aspects were relatively minor in this particular case. A settlement was nevertheless reached in which the managing trustees were faced with paying compensation and costs amounting to several thousands of pounds. We are not however able to give details of the specific cases concerned.

This is clearly a most unfortunate situation, and the Property Office feels it should reiterate the information and guidance given to churches over the last few years, that:

- * managing trustees must carefully consider the use and layout of their buildings to ensure that they have carried out all adjustments that may reasonably be considered necessary in order to comply with the DDA.
- * managing trustees should ensure that they have had an "access audit", preferably carried out by an independent professional. This audit should identify any necessary work, and it should be reviewed annually, with any comments being noted on the schedule A and recorded in the Church Council Minutes and/or the log book.

Please bear in mind that the situation needs to be regularly reviewed – facilities which may have been satisfactory a few years ago may no longer be suitable.

It is now 9 years since the Act was passed, with a final compliance date of October 2004 for completion of any necessary adaptation work. The substance of course is not simply about ramps, disabled toilets and other physical aspects – it is as much about changing attitudes to ensure that we are able to offer truly accessible worship

Do you need a Resourcing Mission Office Publication? Don't have time to phone the office??

Why not visit the new look Resourcing Mission web pages on the Methodist Church website – www.methodist.org.uk.

As well as downloadable versions of all our publications, there is also useful information from the Technical & Conservation sections, Mission Projects & Funding Office, Mission & Ministry grants and links to the Trustees for Methodist Church Purposes webpages.

And guess what – when you know how, accessing the webpage couldn't be easier. There are a number of routes to our information –

- visit www.methodist.org.uk and go to the 'Information' drop down menu and click on 'Resourcing Mission';
- or
- Type '**RM211103**' into the 'Site Reference' code box

Electronic Completion of Schedules as from 1st September 2005

We are increasingly being asked to find a way to fill in a schedule on line.

As a first step we have utilised the properties in Microsoft Word to enable Schedules to be completed on screen. You will need **Word 2002 or later** to be able to do this. The document will be protected by a password so you should not be able to accidentally change the basic text. You can insert figures but unfortunately it will not total them, you will have to total them manually and then insert the figure.

Also we cannot accept digital signatures so you will have to print the schedule, sign it and forward it to the District in the usual way.

We realise that not everybody will have the facility to do this so we are keeping three options available:

- 1 Schedules available to be completed manually
- 2 Schedules available on the web in a PDF version to be printed and completed manually
- 3 Schedules available to be completed and printed in Word (these will be available on the website alongside Schedules in the PDF version)

We do realise that we will have teething problems with this so we ask you to bear with us but we feel that at least we are going a little further in getting all the schedules computerised and you will be able to keep a copy of the Schedule (less the signatures) on your own computer.

We hope to have many of the Schedules available to complete this way by 1st September but any that are missing will be available as soon as they are prepared.

Contact

If you do know of a programme that could be useful could you please let us know and we will investigate it. Also if you do experience problems accessing these schedules please contact Jean Haynes on haynesj@property.methodist.org.uk.

found at the bottom of the page and click on 'Jump'; or Click on 'View A to Z index', at the bottom of the page, and then click on 'Resourcing Mission'.

It is our aim to make the Resourcing Mission webpages interesting, easy to navigate and contain more relevant, up to date information. With the recent changes, we have added new and updated information leaflets, fresh topics on existing webpages and a completely new section for Mission Projects and Funding.

We'd love to hear your feedback on the new pages – if there is anything else you'd like to see or if we can improve the layout or navigation please contact the office.

News from The Big Lottery Fund

The Big Lottery Fund's new '**demand-led**' funding programmes (which will account for one third of UK-wide funding) will emphasise projects which '**identify needs and offer solutions to local issues**'.

The level of prescription will be minimal, allowing a very broad range of applicants and projects to apply.

The specific details about the funding programmes and application procedures haven't yet been announced so look out for more news in future editions of Property Points and updates on our website.

Schedule 1 & External Grants

If you are completing a Schedule 1 for a scheme while you are in the process of applying to external funders, it is important that you highlight that any external grants are still '**To Be Confirmed**'.

Having all external funding in place (and confirmed) is one of the criteria which enables the Mission Projects & Funding Office to give agreement to the funding of the scheme.

The Active Faith Pack.....Now even bigger & better!

YES! The time has come for us to update the information in the **Active Faith Pack**. There is more in depth information for Churches starting to look at external funding as well as useful guidance on producing business plans and writing good applications.

New copies will be sent to each District Property Secretary and Chair then to anyone who requests a schemes pack or funding search. It is also available on our website: www.methodist.org.uk

visit www.methodist.org.uk and go to the 'Information' drop down menu and click on 'Resourcing Mission';

or

Type '**RM211103**' into the 'Site Reference' code box found at the bottom of the page and click on 'Jump';

or

Click on 'View A to Z index', at the bottom of the page, and then click on 'Resourcing Mission'.

External Funding Searches

Since our article about the new external funding searches in **Property Points Part II 2004**, requests for searches have been flooding into the Mission Projects & Funding Office thick and fast!!

If your Church is thinking about a property scheme or community project and needs some external funding ideas – please get in touch. It is helpful if you provide us with initial information about the Church and the proposed work by letter or email and we will do our best to hunt out as many possible sources as we can.

Please do bear with us though sometimes there can be a list of ten searches at any one time. It generally takes a week to get a full search collated and posted out.

Grant Making Trusts....Breaking News.....

The Mission Projects & Funding Team is moving onto a 'live' WEB based charitable trust search provided by the Directory of Social Change. We have been using the Grant Making Trusts CD Rom for the last few years, however we will now be able to access regularly updated details for funders in your area.

Got any exciting fundraising ideas??

If so, the Mission Projects & Funding Office would love to hear from you. We are putting together an information leaflet on local fundraising ideas for building schemes and mission projects. If your church or circuit has raised funds by organising talent auctions, writing recipe books, abseiling down very tall buildings or by doing anything else, email and tell us about it. (Email mpfo@property.methodist.org.uk and type '*Fundraising Ideas*' in the subject box).

Breaking News.....we have just heard that two members of the fundraising committee at Wallingford Methodist Church in the Oxford & Leicester district will be doing a sponsored walk to raise money for their development project on 5th September. Covering over 200 miles in, hopefully, 14 days they will be trekking from the Resourcing Mission Office in Manchester back to their church!

(We'll provide the cuppa and moral support before they set off).

Safeguarding

Revd Pearl A. Luxon, Head of Child Protection & Safeguarding has kindly updated 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) All key holders need to sign Safeguarding form D in addition to any other declaration they *may* need in relation to child protection or holding office. *They do not need and cannot legally have a CRB check if they are key holders alone.*

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 let-

ting agreement. It is not intended that every person letting reads the whole of Safeguarding book, but the local church policy should be made available and also the Home Office "Safe from Harm" guidelines, see back inside cover of 'Safeguarding'.

Off premises activity

The church will still be legally responsible for activities in its name held elsewhere. Manses and youth activities in private homes need to have risk assessments done and leaders should be aware of guidance in 'Worth Doing Well' (MPH PE603) concerning permissions and risk assessments. A 'Camping and Residentials, and Youth Meetings' guidance sheet is also available upon request from Pearl Luxon 020 7467 5189 and will be also available on the Methodist website shortly.

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 for the private use of the church. 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 or licences, contact Trustees for Methodist Church Purposes, Legal Section, Central Buildings, Oldham Street, Manchester M1 1JQ

Releasing Money for Mission

From 1st September 2005 new arrangements come into effect following the Conference Report on the Review of Circuit & Other Advance Funds.

Detailed information was provided in Property Points (Part 2) 2004 and is available on the Methodist website.

The following table summarises the new Schedules which involve the payment or transfer of money for mission

CAF REVIEW – RELEASING MONEY FOR MISSION

	SCHEDULE
CAF – Ministry Grant	16
CAF - £10,000 for Any Purpose	13a
CAF - Voluntary Contributions to DAF	13b
CAF - Payment to another Advance Fund	13c
The Review also amended rules on Bequests:-	
Bequests – Up to first £20,000 for a wide range of Methodist purposes	10a
Bequests – Any withdrawals over £20,000	10b
While not directly affected by the Review, porting or transferring capital to another Church or Circuit is still possible and certainly within the spirit of the Review.	
CAF - Property Grants outside the Circuit	9a
Local Proceeds of Sale – Property Grants	9b

As now, CAF Property Grants within the Circuit are authorised on Schedule 1 (or Schedule 1 MW) for the relevant scheme.

For further information on any of the above, please contact the Resourcing Mission Office.

Standard Form of Accounts

Over the past year a Standard Form of Accounts for local Churches and Circuits has been developed in conjunction with the Charity Commission.

At the time of going to press a final consultation is taking place following which the new forms will be published on the Methodist website. The Charity Commission has invited the Methodist Church to provide access to its Standard Form of Accounts (Receipts and Payments), by way of a link to the Charity Commission website. An Accruals version will be available next year.

The Standard Form will also be made available in paper form.

Although this work is about to be completed very near to the end of the present Connexional Year, the Standard Form can be made available for the preparation and presentation of this year's accounts. (Y/E 31.08.05)

It is recognised that some treasurers will prefer to retain their existing format for this year to avoid the need to amend their systems at this late stage.

However, for those who would like to use the new form it can be accessed electronically on the Methodist website www.methodist.org.uk or by contacting the Resourcing Mission Office for a paper version. If the electronic route is chosen that document will be in Joint Word and Excel format which enables the figures to be calculated automatically.

Use of the new form by some treasurers this year will enable us to obtain feedback during the coming year with a view to making the form available to all treasurers next year.

If the Standard Form is used this year there will be no need to complete Schedule B as the new form includes all of the necessary declarations to satisfy the requirements of the Charity Commission and to fulfil the Exempting Regulations.

In addition to the Standard Form itself a new Short Form for local Churches is optional if the relevant criteria are met.

As the new Charities Bill has been delayed the introduction of a Standard Form of Accounts can proceed independently. A good deal of discussion has taken place with the Home Office as the draft Bill has been developed and it seems unlikely at present that any amendment to the Standard Form of Accounts will be required once the Bill is enacted.

At that time we will of course communicate any of its implications which are likely to affect local Churches and Circuits.

As the offer of a choice of options changes the current pattern of working, we have set out in the table below all of the options for local Churches, Circuits and Districts. The new form will not be available for Districts this year but the principles involved will be discussed at the

Annual Accounts And Schedule B Reporting Process - Autumn 2005

Standard Form of Accounts

All local Churches and Circuits completing the new Standard Form (or Short Form for some Churches)

- A SCHEDULE B IS **NOT** REQUIRED

Submission of Forms

Send a copy of the Annual Accounts to the Circuit Officer by 30 November.

ALL OTHER CASES

In all other cases –

A SCHEDULE B **IS** REQUIRED

In other words, the usual process applies for :-

- * **Local Churches** – opting not to use the new forms for Receipts and Payments accounts
- * **Circuits** – opting not to use the new forms for Receipts and Payments accounts
- * **Districts** – all Receipts and Payments accounts
- * All Accruals accounts for Churches, Circuits and Districts

Submission of Forms

In all cases a **SCHEDULE B** must be completed and sent to the Circuit Officer by 30 November

CHURCH Gross Income Up To £100,000 (RECEIPTS & PAYMENTS)	Option 1	(NO CHANGE) Prepare Receipts & Payments A/cs (as now) and complete Schedule B
	Option 2	(NEW) Prepare Standard Form of A/cs (Receipts & Payments) <u>NO SCHEDULE B REQUIRED</u>
	Option 3	(NEW) Prepare Standard Form of A/cs (Short Form – Receipts & Payments) <u>NO SCHEDULE B REQUIRED</u> (The new Short Form to be used only where criteria are met)
CHURCH Gross Income Over £100,000 (ACCRUALS)		Prepare Accruals A/cs and complete Schedule B <u>(STANDARD FORM NOT YET AVAILABLE)</u>
CIRCUIT Gross Income Up To £100,000 (RECEIPTS & PAYMENTS)	Option 1	(NO CHANGE) Prepare Receipts & Payments A/cs (as now) and complete Schedule B
	Option 2	(NEW) Prepare Standard Form of A/cs (Receipts & Payments) <u>NO SCHEDULE B REQUIRED</u>
CIRCUIT Gross Income Over £100,000 (ACCRUALS)		Prepare Accruals A/cs and complete Schedule B <u>(STANDARD FORM NOT YET AVAILABLE)</u>
DISTRICT Gross Income Up To £100,000 (RECEIPTS & PAYMENTS)		Prepare Receipts & Payments A/cs (as now) and complete Schedule B <u>(STANDARD FORM NOT YET AVAILABLE)</u>
DISTRICT Gross Income Over £100,000 (ACCRUALS)		Prepare Accruals A/cs and complete Schedule B <u>(STANDARD FORM NOT YET AVAILABLE)</u>

Reserves Policies

Each Church, Circuit and District must set out its Reserves policy when it prepares its Annual Report and Accounts

Guidance will be made available on the Methodist website and from the Resourcing Mission Office from September.

Managing Trustees and Methodist Money (Section 70) also gives details.

For many Churches in particular this may simply involve including a short paragraph in the Annual Accounts which states that the trustees have

- * considered the financial needs of the Church in line with its plans for mission and outreach;
- * noted funds in hand
- * and set out its plans for raising any additional money needed.

beyond the wood and stone

using space creatively

Does your church need livening up?

Are you considering a refurbishment scheme?

Looking to attract more young people?

Beyond the wood and stone is a new DVD designed to encourage fresh expressions of church. An initiative of Creative Arts in Methodism and the Methodist Property Office, this inspiring film shows ways in which local congregations have created attractive spaces to welcome the communities they serve.

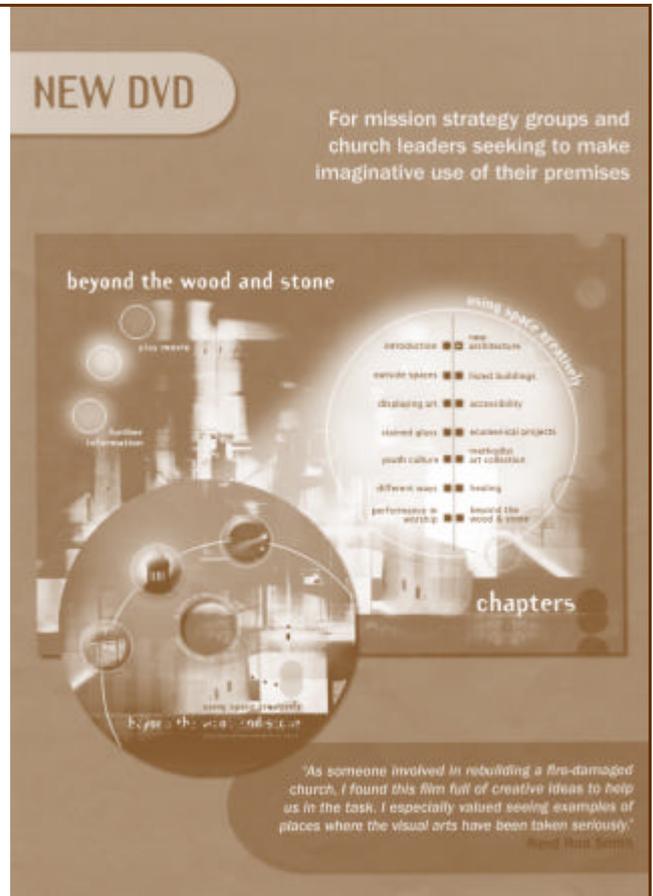
In the spirit of the Anglican-Methodist Covenant, with support from the Council for the Care of Churches, this whistlestop tour of the country shows exciting developments in Anglican churches and Local Ecumenical Partnerships as well as inter-faith projects and youth culture initiatives.

The 65 minute film, written and directed by Peter Moreton, is ideal for a church council meeting, for property stewards and mission strategy groups seeking to address the Priorities of the Methodist Church. With a focus on making premises more accessible, friendly and culturally relevant, the DVD can also be viewed in bite-sized chunks through its self-contained chapters.

A website beyondthewoodandstone.org.uk is designed to help viewers make contact with some of the places featured in the film. It will also be a route to further information from Mission Education, MAYC and other bodies who have been partners in this project.

Order this key ecumenical resource from MPH 4 John Wesley Road Werrington, Peterborough PE4 6ZP Tel: 01733 325002 Fax 01733 384180 E-mail sales@mph.org.uk Price £9.99 Ref code PB143

Make cheques payable to 'MPH'. Credit cards debit cards welcome



Resourcing Mission : Building Confidence AN EVALUATION TOOL ON CD-ROM



coming soon ...

Building Confidence: A CDROM for everyone who resources mission in the Methodist Church.

This exciting new connexional resource will be available from early January 2006. The CDROM

uses the latest in interactive software to guide you through property schemes and ministry and mission projects.

Features include:

- Easy access menus which take you to detailed information about the section of your choice (and a guide to how they work together)
- Frequently Asked Questions
- The Methodist Church Website simplified – find your way to the latest versions of the documents you need in seconds

Supplementary material to

Shaping the Future
Hard Questions Workbook to help you plan your project or scheme

A guide to how to make your Church environmentally friendly
Lots of photos of Churches including the awkward bits like car parks, toilets and kitchens
Full glossary and links to helpful websites

All of this will be IBM and Apple compliant. All you need is a computer and internet access.

Watch the next issue of Property Points for information about ordering

Building Confidence.

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 Stewards	/
Ministers	/	Circuit Property Officers	/
Church Treasurers	/	Local Property Officers	/
Circuit Treasurers	/	District Officers	/
District Treasurers	/		