

FOR CHAPELS, MANSES AND OTHER PROPERTY

This file is for maintaining a record and up to date information on any Methodist property.

The file should be kept safe and updated by the Church Council through an appropriate appointee e.g. a Property Steward or Secretary.

Trustees may consider it wise to keep a copy of all information in another location, off-site.

A separate file should be maintained for each property.

Name of Property: _____

Type of Property: Church / Chapel / Manse / Other _____
(Delete as appropriate) (Detail of 'Other')

Full Address: _____
 _____postcode_____

Circuit: _____

Methodist District: _____

Sponsoring Body: _____
(shared buildings)

Is the property a listed building? Yes/No Grade _____

In a conservation area? Yes/No

Land Registry Number _____

Contacts:

The Support Services Cluster of the Connexional Team
 Facilities and Property Coordinator (London). Tel: 0207 467 5190
 Conservation Officer (Manchester). Tel: 0161 235 6739
 Registered charity no 1132208

Suggested list of items for inclusion in the logbook:

Churches & Chapels:

- Land Registry documentation (Original deeds to be retained as per SO 903 of CPD Care and Custody of Deeds)
- Details of the Annual Return or web page on the consents site where this may be found
- Links addresses to Consents web site (<https://online.methodist.org.uk/login/login>) and Property web site (<http://www.methodist.org.uk/ministers-and-office-holders/property>)
- Quinquennial inspection reports
- Details of any building work carried out, eg:
 - original enquiry,
 - architects/surveyors letters etc
 - quotations/tenders
 - invoices/certificates etc
 - planning/building regulations consents
 - consent under Sec 98 CPD (Listed Building Works), if required
 - practical completion certificate & final certificate
- Electrical inspection reports
- Maintenance agreements, eg:
 - annual roof maintenance/clearing of gutters
 - heating
 - gas installation
 - fire alarms
 - fire extinguishers
 - lightning conductors
- Details of quinquennial inspector
- Plans of the church and other drawings
- Drainage layouts
- Photographs of building
- Risk assessments
- Fire risk assessment (as required by 2005 fire safety regs)
- Asbestos report (2nd copy may need to be kept elsewhere, as this may be required by fire brigade in event of fire)
- Disabled access reports (the 'access audit')
- Insurance documents
- Old insurance cover notes (which legally have to be kept for 40 years)
- Legal agreements (eg licences, party wall agreements, easements etc)
- Public Entertainment licences (or letter confirming one is not necessary)

Length of time for keeping records

The Methodist Church publication Guidance of Best Practice in Retaining Records is available on the Methodist website (<http://www.methodist.org.uk/for-ministers-and-office-holders/office-holders/archivists/>)

Manses

Although there is legally no landlord/tenant relationship, manses should be treated as accommodation to be "rented" to the incumbent by the Circuit as "landlord" and some of the Landlord and Tenant Act requirements will apply. Members of the public have access (albeit by invitation) and Part M of the Building Regulations (access and use of buildings) will apply for any alteration and improvement work to the Ground Floor together with access drives and pathways.

- Land Registry documentation (Original deeds to be retained as per SO 903 of CPD Care and Custody of Deeds)
- Details of the Annual Return or web page on the consents site where this may be found
- Trustees are recommended to ensure suitable provision for disabled access wherever possible
- Risk assessments are recommended good practice
- An asbestos and a legionella risk assessments are recommended
- An annual manse stewards' report is required
- Other requirements as listed for churches – electrical, gas, fire etc

Property rented out

Trustees should be aware that there may be additional obligations, required by the Landlord and Tenant Act and other legislation.

THE METHODIST CHURCH

:

LOG BOOK SUMMARY

List below all work related to the property e.g. maintenance, servicing, repairs, conservation works, alterations and extensions.

1. We suggest that the following list should comprise just a summary, with full details included later in the log book or elsewhere.
2. Please note any related documents and record where they are stored for safekeeping if too bulky to file in this Log Book. Such documents may include formal approvals, drawings, specifications, bills of quantities, tenders, contracts and certificates.

Date:	Description of Works, Approvals, and Other Items	Reference to Quinquennial inspections	Firms and Personnel	Total Cost	Documents & Location

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(Copy as required)

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