

CHECKING YOUR CIRCUIT TRUST AND LEGAL MATTERS

This annual schedule, should be used in conjunction with the Supplement checklist during the Summer months for report to and acceptance by the (Autumn) Circuit Meeting.

Please arrange for its completion as far as possible by the appropriate Circuit Officer and send to **the Superintendent Minister/Circuit Appointee** accompanied by the Schedule C Supplement checklists for each property for which the Circuit Meeting acts as managing trustees. The information is required for incorporation into the summary Report (Schedule D) which must be forwarded to the District in time for report to the following Spring Synod. This Schedule C and each of the supplements will be returned for retention in the Circuit/log books.

CIRCUIT	NO /	Date year ending 31/08/
If registered with a Charity Regulators	No	

Questions answered in column 3 will indicate that further action/consideration may be needed in due course. the Schedule and supplement can be completed electronically by clicking on the box . It will mark it with an X.

MANAGING TRUSTEES:	1	2	3
1 a Is the membership of the Circuit Meeting as constituted by Standing Order (SO 510/514) properly recorded?		Y <input type="checkbox"/>	N <input type="checkbox"/>
b Are the names of any below the age of majority duly noted?	NA <input type="checkbox"/>	Y <input type="checkbox"/>	N <input type="checkbox"/>
c List the properties for which the Circuit Meeting are managing trustees:			

DOCUMENTS:			
2	a Are all the properties held on the Model Trusts of the Methodist Church Act 1976?		Y <input type="checkbox"/> N <input type="checkbox"/>
	b Has the Trustees for Methodist Church Purposes been informed of any properties not held on the Model Trusts?	NA <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>
3	a Are all title deeds and other documents related to property deposited in the circuit safe?		Y <input type="checkbox"/> N <input type="checkbox"/>
	b If "NO", please state which and where kept: (see Standing Order 903)		
	c Have such documents been compared with the register as required by SO 903?		Y <input type="checkbox"/> N <input type="checkbox"/>
4	a Have any agreements or other legal documents been executed during the year?		N <input type="checkbox"/> Y <input type="checkbox"/>
	b If "YES", have the drafts of any such agreements or legal documents been approved by the Trustees for Methodist Church Purposes?	NA <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>
5	Where are old minute books and other completed books deposited?		
NB All old minute books, account books etc should be deposited with the local Record Office. The Connexional Archives Liaison Officer should be informed (SO 015)			

LEASEHOLD PROPERTY:			
Where properties are leased to the circuit is there any action to take?	NA <input type="checkbox"/>	N <input type="checkbox"/>	Y <input type="checkbox"/>

INSURANCE & SAFEGUARDING:			
7 Are all properties adequately insured?			Y <input type="checkbox"/> N <input type="checkbox"/>
Indicate if the basis of cover is	(i) "reinstatement" <input type="checkbox"/>	(ii) "indemnity" <input type="checkbox"/>	(iii) "first loss" <input type="checkbox"/>
What is the sum insured on			
(i) the properties?	<input type="text"/>	(ii) public liability?	<input type="text"/>
		(iii) personal accident? (number of units)	<input type="text"/>
a	Are the premiums paid up to date?	Y <input type="checkbox"/> N <input type="checkbox"/>	
b	Is the insurance cover considered by the managing trustees to be adequate	Y <input type="checkbox"/> N <input type="checkbox"/>	
c	Has the insurer been advised of any significant change of circumstance which might influence their assessment of the risk?	NA <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/>	
d	Has the insurer refused or restricted cover under the policy?	NO <input type="checkbox"/> Y <input type="checkbox"/>	
e	If so has the Trustees for Methodist Church Purposes been informed?	NA <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/>	
f	Has the insurer been informed of use by outside organisations?	NA <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/>	
g Trustee Indemnity Insurance			
(i)	Have you obtained, or are you proposing to obtain, additional trustee indemnity insurance cover over and above the amount of cover currently afforded by the Methodist Insurance Company's Methodist Church Shield Policy?	Y <input type="checkbox"/> N <input type="checkbox"/>	
(ii)	If so, have you properly considered the Support Services in Manchester Guidance Notes on the subject and obtained professional advice that such additional cover is prudent and appropriate? (see Property Points 2006 part 1 Information Leaflet on the Methodist website)	Y <input type="checkbox"/> N <input type="checkbox"/>	
8	Are any actions required by the Circuit to ensure the policy for the Safeguarding of Children is in place?	NA <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/>	

LAY EMPLOYEES:			
9 Has the circuit any lay employees? (See SO 018 and SO 438A)			N <input type="checkbox"/> Y <input type="checkbox"/>
a	If 'YES' have the terms of their employment been registered with the District Lay Employment Sub Committee? (S.O. 573/575)	NA <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/>	

FINANCE:			
10 Have the accounts presented for the year ended 31st August been audited or independently examined in accordance with Standing Orders 012(3) and 913(2)?			Y <input type="checkbox"/> N <input type="checkbox"/>
11 a Has any new liability been incurred during the year on either capital or revenue account?			N <input type="checkbox"/> Y <input type="checkbox"/>
b	If "YES", was any security given by way of note of hand, guarantee or mortgage?	NA <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/>	
c	If 'YES' to 'b' was the consent of the Trustees for Methodist Church Purposes obtained?	NA <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/>	
12 Has the Standard Form of Accounts been completed and signed by the auditor/independent examiner?			Y <input type="checkbox"/> N <input type="checkbox"/>
a	Has any new legacy or gift been received during the year?	N <input type="checkbox"/> Y <input type="checkbox"/>	
b If "YES", please give details:			
c Has it been invested with the appropriate Custodian Trustee?			NA <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/>
<i>NB All model trust capital must be invested through the appropriate custodian trustee, normally Trustees for Methodist Church Purposes (SO 006(3)(b))</i>			
13 What was the Circuit meeting's agreed contribution to the Fund for Property for the current year?			£ <input type="text"/>

GENERAL ADMINISTRATION:			
14 Where property is leased to others, is there any action to take?			NA <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/>
15 Are there any rights of way, light or air, to be preserved?			N <input type="checkbox"/> Y <input type="checkbox"/>
16 Where applicable are conditions of public entertainment licences being met?			NA <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/>
17 Question 17 on Schedules A & D relate to registration of marriages			
18 a Has any application been made during the year to the Charity Regulator or any Government Department, any other public body, or to any Court, in respect of the Trust property?			N <input type="checkbox"/> Y <input type="checkbox"/>
b If "YES" has the Trustees for Methodist Church Purposes been consulted?			Y <input type="checkbox"/> N <input type="checkbox"/>
19 Are the managing trustees complying with the Data Protection Act 1998?			Y <input type="checkbox"/> N <input type="checkbox"/>
<i>NB Managing Trustees are reminded that Group Registration through the Trustees for Methodist Church Purposes is intended to cover their needs, so it should not be necessary to have direct dealings with the Information Commission.</i>			

Question 20 on Schedules A and D relate to Performing Rights licences & Copyright,

21	Has the Circuit Meeting carried out a risk assessment?	Y <input type="checkbox"/>	N <input type="checkbox"/>
<p>A detailed guidance leaflet is available from the Methodist website and includes potential risks in the following areas amongst others:-</p> <ul style="list-style-type: none"> • Property matters including Fire Safety Risk Assessment • The mission of the Circuit • Legal issues such as litigation and race/sex/equal rights discrimination • Disaster recovery planning 			

PLANNING MATTERS:					
22	a	Are there any Town Planning proposals or Development plans affecting any property which require action to be taken?	N <input type="checkbox"/>	Y <input type="checkbox"/>	
	b	Has any property been listed by English Heritage as being of architectural interest or included in a Conservation Area during the last 12 months?	N <input type="checkbox"/>	Y <input type="checkbox"/>	
	c	If "YES" to 22 a or b has the Connexional Conservation Officer been informed?	NA <input type="checkbox"/>	Y <input type="checkbox"/>	N <input type="checkbox"/>
	d	Are there any population changes or other Planning Proposals which make the appraisal of Circuit Policy necessary?	N <input type="checkbox"/>	Y <input type="checkbox"/>	
	e	Where appropriate are steps being taken to secure suitable sites?	NA <input type="checkbox"/>	Y <input type="checkbox"/>	N <input type="checkbox"/>

QUINQUENNIAL INSPECTION:				
23	a	List any Circuit properties where the last Quinquennial Inspection was carried out more than five years ago		
	b	List any Works "Of utmost urgency"/"Essential within the next 12 months" since receipt of the Quinquennial Inspections which are still outstanding. (Schedule E (Manses) items 7a and b)		
	c	List any "Matters for further investigation" which are outstanding more than twelve months after the Quinquennial Inspection was received for any property. (Schedule E (Manses) item 8)		

CONDITION OF CIRCUIT PROPERTIES & BUDGET:				
24	a1	Has the Circuit Meeting received the report following the annual inspection of the manses and any other circuit property?	Y <input type="checkbox"/>	N <input type="checkbox"/>
	a2	What recommendations or proposals are to be recorded by the Circuit Meeting?		
	b1	ASBESTOS: Did the initial specialist survey, required under the "Control of Asbestos Regulations 2006" confirm the presence of asbestos? See updated Technical Guidance Note T12 (available on the Methodist website); also www.hse.gov.uk/pubns/indg223.pdf - available as a free download.	Y <input type="checkbox"/>	N <input type="checkbox"/>
	b2	If "yes", have the Managing Trustees as "duty holders" carried out their management inspection of the asbestos (using the original specialist report as a reference to note changes) and recorded their findings in the manse log book?	Y <input type="checkbox"/>	N <input type="checkbox"/>
	c1	What work has the Circuit meeting undertaken in the last year to reduce its carbon footprint and to reduce energy consumption in line with the Connexional recommendations "Hope in God's Future – Christian Discipleship in the context of climate change?"		
	c2	Has the Circuit meeting completed the energy survey information (see Schedule C part 2 page 3)?	Y <input type="checkbox"/>	N <input type="checkbox"/>

25 a How much did the Managing Trustees spend on repairs and maintenance during the past year ?	£
b How much will the managing trustees estimate will be spent, on repairs and maintenance (on all manses and other properties for which the Circuit are managing trustees) next year including any outstanding matters from the Quinquennial Inspection report referred to at Question 23 b and c above?	£
c What additional estimated expenditure is planned for improvement schemes for manses and any other Circuit properties over the next 5 years?	£
Note: An example of a simple budget proforma can be found in Appendix 5 of the publication "Managing Trustees and Methodist Money" available on the Methodist website.	

CIRCUIT ENQUIRIES:		
26 Are there any churches where services have ceased to be held?	N <input type="checkbox"/>	Y <input type="checkbox"/>
27 Are there any Circuit properties for which Schedule C Supplement checklist has not been received for incorporation into this Schedule?	N <input type="checkbox"/>	Y <input type="checkbox"/>

<p>SIGNATURES:</p> <p>We confirm that this report was presented to and accepted by the Circuit Meeting</p> <p>..... Superintendent Minister</p> <p>..... Circuit Meeting Secretary</p> <p>..... Date</p>

Support Services in Manchester Central Buildings, Oldham Street, Manchester M1 1JQ MPO 04/11 © Trustees for Methodist Church Purposes 2011 www.methodist.org.uk
