

## SUMMARY OF SCHEDULES A & C

### FOR REPORT TO THE CIRCUIT MEETING/CIRCUIT PROPERTY COMMITTEE

Circuit	No	/	Year ended 31st August
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**NOTES:**

- This schedule is designed as a summary and exception report for the answers given on Schedules A and C.
- Questions answered in column 3 of Schedule A/C may indicate that further action is required.
- The form should be completed in duplicate and after consideration by the appropriate Circuit body, one copy should be sent to the District Property Secretary and the other retained in the Circuit.
- Any additional information should be given on a separate sheet attached.
- A summary of the energy survey information is to be submitted on the Supplement to Schedule D

**PLEASE LIST/CHECK THOSE CHURCHES AND PROPERTIES:**

**MANAGING TRUSTEES:**

1	- where membership is not properly recorded:
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**DOCUMENTS:**

2	a	- where the property is not held on the model trusts of the Methodist Church Act 1976:
	b	- where Trustees for Methodist Church Purposes has not been informed of non-model trusts:
3		- where the provisions of Standing Order 903 with regard to the registration and safe custody of deeds are not being fulfilled:
4		- where agreements or other legal documents have not been submitted to Trustees for Methodist Church Purposes for approval:
5		- where any of the following documents are missing:
	a	Registration Certificate for Public Worship:
	b	Certificate for Solemnisation of Marriages:
	c	Marriage Register:
	d	Baptismal Register:
	e	Old minute books etc not deposited in the Local Record Office:

**LEASEHOLD PROPERTY:**

6	- where leases expire within the next five years:
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**INSURANCE:**

7 a - where the insurance premium has not been paid:

b - where the insurance cover is considered to be inadequate:

c - where the insurer has not been advised of any significant change of circumstance:

d - where the insurer has refused or restricted cover:

**CHILD PROTECTION**

8 - where there are children or young people and the Safeguarding Policy is not in place:

**LAY EMPLOYEES:**

9 - where the terms of employment of lay employees have not been registered with the District Lay Employment Sub Committee:

**FINANCE:**

10 - where the annual accounts have not been audited in accordance with S.O. 012(2) and 913(2)

11 - where new liabilities have been incurred during the year on either capital or revenue account:

12 - where the audited Standard Form of Accounts has not been received:

13 a - where it is not intended to make a contribution to the Fund for Property in this current connexional year:

b - where all the promised contributions from the churches for the last connexional year have not been paid to the appropriate circuit treasurer and transferred to the Connexional Fund for Property:

**GENERAL ADMINISTRATION:**

**14** - where premises are leased, either in whole or in part for other than Methodist purposes and where Trustees for Methodist Church Purposes approval has not been received:  
i) for the initial lease: | ii) for the terms of the review/renewal:

**15** - where rights of way, light or air are not protected by an agreement/annual payment:

**16** - where the conditions of any public entertainment licence are not being met:

**17** - where an Authorised Person has not been duly appointed under the Marriage Act 1949 and Amendments:

**18** - where the Trustees for Methodist Church Purposes has not been consulted prior to application to the Charity Regulator or to any Government Department, any other public body or to any Court in respect of the trust property:

**19** - where the requirements of the Data Protection Act are not being observed:

**20 a** - where the premises are used for activities which require a Performing Rights Licence and a licence has not been obtained:

b - where material is used which requires permission from the copyright holder and it has not been obtained:

**21** - where the managing trustees have not made an annual review of their mandatory Health & Safety risk assessment:

**PLANNING MATTERS**

**22 a** - where action should be taken in respect of any Town Planning proposal or development plans affecting any property:

b - where the property has been listed by English Heritage as being of architectural interest or included in a Conservation Area during the last twelve months:

c - where the Connexional Conservation Officer has not been informed regarding 22a and b above:

d - where population changes or planning proposals make the appraisal of Circuit Policy necessary:

e - where steps are being taken to secure suitable sites:

**QUINQUENNIAL INSPECTION**

23 a - where the last quinquennial inspection was carried out more than five years ago:

b - where works "Of utmost urgency"/"essential within the next twelve months" since receipt of the Quinquennial Inspection are still outstanding:

c - where "Matters for further investigation" are outstanding more than twelve months after the Quinquennial Inspection was received:

**CONDITION OF PROPERTIES & BUDGET**

24 a - where the Report following the annual inspection has not been received by the Church Council/Circuit Meeting:

b1 - where an initial specialist inspection to determine the presence of asbestos has not been undertaken:

b2 - where the Managing Trustees as duty holders have not carried out their subsequent management inspection:

c1 - where no work has been undertaken to reduce the church's carbon footprint:

c2 - where the church has not completed their energy survey information:

25 For all churches and circuit property:

a Indicate the total expenditure on repairs and maintenance during the past year: £

b The estimates of total anticipated expenditure on repairs and maintenance for the next year: £

c The estimates of total expenditure planned for improvement/development schemes etc, over the next 5 years: £

**CIRCUIT ENQUIRIES**

26 - where services have ceased to be held:

27 - where Schedule A/C has not been submitted:

**SIGNATURES:**

.....Superintendent

..... Circuit Meeting Secretary

..... Date