

The Methodist Property Office – Resourcing Mission

Schemes for Chapels, ancillary premises and Manses

SCHEDULE 1

Application to carry out building work at:

Church/Property _____

Full Postal Address _____

Postcode _____

Circuit _____

No ____/____

Completion of this Schedule is required for all “Building Schemes”

For the purposes of Standing Orders (S.O.) your proposals will constitute a “building scheme” if they involve one or more of the following criteria:

▶ It involves Structural work e.g.:

- a new building
- an extension
- alterations or structural repair
- demolition work

Tick boxes which apply

If you have ticked any of these boxes you must also complete Section B over leaf

▶ It involves any work to :

- a Listed Building which would affect its internal or external appearance
- the external appearance of a building in a Conservation Area

▶ It involves outside sources of funding e.g.

- obtaining of any form of grant
- raising of an interest bearing loan
- the use of certain “Capital Monies”

Further and more detailed information regarding the above can be found by reference to Methodist Standing Orders 930 - 932 and the accompanying information leaflet.

We suggest that in the case of major schemes this Schedule should be completed after discussion with Circuit, District and the Methodist Property Office.

Please print name and address of correspondent for this scheme

Name _____

Address _____

Postcode _____

For office use:

Scheme no	<input type="text"/>	Date received	<input type="text"/>	Proposed scheme on database	<input type="checkbox"/>
Cost	_____	Outstanding:	Technical Form		<input type="checkbox"/>
In hand	_____		Drawings		<input type="checkbox"/>
FP Standard	_____		Listed Building		<input type="checkbox"/>
CAF	_____		Conservation Area		<input type="checkbox"/>
DAF	_____		Legal Docs		<input type="checkbox"/>
Rank	_____		50% new money		<input type="checkbox"/>
Bequests	_____		LC Profile		<input type="checkbox"/>
			Signatures		<input type="checkbox"/>

Section A General Information

A1 **Existing Church** **Membership** **Community Roll**

Listed Building Status: Grade (Scotland): Grade

I	II*	II	Nil
A	B	C	Nil

Conservation Area Yes No

Is there a Local Ecumenical Partnership? Yes No or a Sharing Agreement? Yes No

Is the property vested in another denomination? Yes No if so which:

Name of Local Planning Authority

A2 Brief description of
(i) The proposed work

(ii) How will it enable/enhance your mission

Section B Technical Information

This section requires completion if you have ticked any of the first six boxes on page 1. In most cases you will also need to complete a technical form

B1 Outline Proposals

The Technical form should be accompanied by 1 copy of drawings (6 in the case of listed buildings) illustrating your proposals together with any relevant supporting information and sent to the Methodist Property Office via the Circuit and District for their information and comment.

B2 Name and address of Architect or other professional adviser:

- If no professional adviser has been appointed, please give name, address and daytime telephone number of contact person for the scheme.

Name: Qualifications

Address

Telephone Fax E mail

B3 Contractual Issues

Please confirm:

- that you have a written agreement with your architect/professional adviser Yes
- that the church council have received confirmation that your architect/professional adviser has professional indemnity insurance of £250,000 (min) Yes
- that a pack of health & safety information is being prepared as required by the Construction (Design & Management) Regulations 1994 Yes
- Has (or will) a Planning Supervisor be appointed under the CDM Regulations 1994? Yes
- that your adviser is notified that the arbitration clause is to be deleted from any building contract Yes

Section C Financial Information	
C Is there any debt, including outstanding loans, on any church account?	YES/NO
1 If "YES" please give details.	

Scheme Funding	C3 Anticipated income:
C 2 Estimates of expenditure:	Indicate here your best estimate of the
To be completed in consultation with your Architect/Professional Adviser(s) where appointed	proposed/anticipated sources of funding

Name, address and position of person preparing estimate: (if not the person named in B2 above)				£
		13	Local *'new money' in hand	
		14	Local *'new money' to be raised over 3 years	
Position		15	Value of voluntary labour (If any) (<i>Professionally estimated</i>)	
Tel:		Fax:		
E Mail:		16 Total Local Effort		
	£		VAT	
1	Land to be acquired(<i>if any</i>) (<i>also complete Schedule 7</i>)			
2	Legal expenses			
3	All Building works (<i>including services, finishes etc and contingencies</i>)			17
4	Demolition (<i>where not included above</i>)			Local Church Bequests/ Legacies/(not CAF) ----- <i>Indicate trust numbers</i> ----- -----
5	External works, Fencing, landscaping etc (if not included in 3)			18
6	Seating and furnishings etc			Circuit Advance Fund (CAF) grants
7	Professional fees for Architect and/or other Professional Adviser(s)			19
8	Local authority charges, eg planning fee			Grants from District Capital (DAF)
9	Allowance for inflation/Increased building costs (dependent upon proposed timing)			20
10	Where appropriate add in value of voluntary labour from line 15 (<i>if not already included</i>)			Connexional Grants (<i>specify</i>)** ----- -----
11 Sub Totals				21
				Fund for Property
12 Total estimated expenditure including VAT (to balance with 25)				22
				Charitable trusts/grants ----- ----- -----
				23
				Any other amounts expected (<i>Please indicate sources.</i>)
				24 Short Fall/Balance still to be found (If any)
				25 Total (to balance with 12)

****New money** = the result of fund raising efforts and direct giving from members and friends.
(13 & 14) Include pledges and gross value covenants. (but only in hand at 13 if received and banked or already expended on scheme)
**** Connexional Grants** Please consult Property Scheme Grant Aid leaflet for guidance or make a request within the guidelines if you are not sure.

26	What annual donation is offered by the Managing Trustees to the Fund for Property?	£ _____
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Section D APPLICATION AND UNDERTAKING ON BEHALF OF THE CHURCH COUNCIL

The **Church Council (Circuit Meeting in the case of Circuit property)**, at its meeting on
 agreed to make this application with the following undertakings.

1 We undertake:

- not to materially vary the work proposed nor the financial details without the approval of the Circuit, District and the Connexional Property Committee
- to clear all outstanding debts within five years of the approval of the scheme

2 Signatures of two managing trustees Date..... \20.....
 (not including the Superintendent Minister) Date..... \20.....

3 The application has been approved by the **Circuit Meeting** held on \20.....

4 Is any grant from the Circuit offered?

Yes	No
Yes	No

 If so how much? £ _____
 Has it been approved?

5 Superintendent Minister Date..... \20.....

Make sure this Schedule is signed by Church and Circuit Representatives.
 When completed the schedule and accompanying documents should be forwarded to the
District Property Secretary

Section E TO BE COMPLETED BY THE DISTRICT SYNOD/POLICY COMMITTEE/PROPERTY OFFICERS

Comments on the submitted scheme:

1 Policy: Have the District officers seen the appropriate mission policy statement (S.O. 932 (i)) and the Scheme Support Application Form?

2 Plan and Design:

3 Financial arrangements:

4 Is any grant from the District offered?

YES	NO
YES	NO

 If so how much? £ _____
 Has it been approved?

5 Has the District any further comments in the light of the current quinquennial inspection report?

Approved by the District Synod/Policy Committee/Property Officers

District Property Secretary..... Date..... \20.....

Chairman of the District..... Date..... \20.....

When completed by the District, please forward to
The Methodist Property Office, Resourcing Mission, Central Buildings, Oldham Street, Manchester M1 1JQ tel 0161 236 5194 fax 0161 236 8908 e mail sdo@property.methodist.org.uk
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