

## 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

▶ 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

|  |
|--|
|  |
|  |

also complete Section B over leaf

▶ 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        | _____                | <b>Outstanding:</b> |                      | 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 

|   |     |    |     |
|---|-----|----|-----|
| I | II* | II | Nil |
| A | B   | C  | Nil |

      Conservation Area 

|     |    |
|-----|----|
| Yes | No |
|-----|----|

(Scotland): Grade

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 advisor  Yes
- that the church council have received confirmation that your architect/professional advisor 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**

**C 2 Estimates of expenditure:**  
To be completed in consultation with your Architect/Professional Adviser(s) where appointed

**C3 Anticipated income:**  
Indicate here your best estimate of the proposed/anticipated sources of funding

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

**\*\*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? £ \_\_\_\_\_

**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 Local Church Profile?

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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