

(Please complete and submit to District in Duplicate or Triplicate\* see note below)

**District** \_\_\_\_\_

Schemes for minor works to Chapels, ancillary premises and Manses for **SCHEDULE 1(MW)**  
approval by Circuit and District only

Application to carry out building work at:  
Church/Property \_\_\_\_\_  
Full Postal Address \_\_\_\_\_  
\_\_\_\_\_ Postcode: \_\_\_\_\_  
Circuit \_\_\_\_\_ No \_\_\_\_/\_\_\_\_

**Completion of this Schedule is required for "Building Schemes" for minor works up to £20,000**  
Building Schemes are those generally comprising alterations or structural repairs and/or where use of certain capital funds are proposed (S.O. 931 (1) (iv – vii))

**DO NOT COMPLETE THIS SCHEDULE FOR SCHEMES:-**

- where costs (excluding Fees and VAT) are likely to exceed £20,000
- for Listed Buildings or Buildings in a Conservation Area or involving external change
- of Demolition
- which involve any legal matters
- for Shared Churches
- for Methodist Day Schools
- for Organs
- for Feasibility studies
- where Landfill Tax or Fund for Property grants are being sought (see also notes 4, 11 and 12)

Further and more detailed information regarding the above can be found by reference to Methodist Standing Orders 930 - 932 and the guidance notes on pages 3 and 4 of this Schedule.

**APPLICATION AND UNDERTAKING ON BEHALF OF THE CHURCH COUNCIL/CIRCUIT MEETING**

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

1 We undertake not to materially vary the work proposed nor the financial details without the approval of the Circuit and District

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

**Scheme approved by the District**

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

Chair of the District..... Date..... \20.....

**\* Triplicate - for schemes utilising Advance Fund Grants/Bequests/Local Proceeds**  
When the scheme has been approved by the District please forward one separately completed and signed original schedule to Trustees for Methodist Church Purposes, Central Buildings, Oldham Street, Manchester M1 1JQ (see note 9 and 10 on page 3)

## General Information

Membership

1 Brief description and purpose of the proposed work

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2 Please confirm that the work:

- \* Is not to a listed building
- \* Will not alter the external appearance of a building within a Conservation area
- \* Is not otherwise excluded for Minor Works (see note 4) on page 3


## Financial Information

3 Is there any debt, including outstanding loans, on any church account?  
If "YES" please give details.

YES/NO

### Estimates of expenditure:

### Anticipated income:

To be completed in consultation with your Architect/Professional Advisor(s) where appointed	£	Indicate here your best estimate of the proposed/anticipated sources of funding	£
4 All building works ( <i>including services, finishes etc and contingencies</i> ) ( <i>but excluding VAT</i> )		13 Local new money in hand	
5 External works, fencing, landscaping etc (if not included in 4)		14 Local new money to be raised	
6 Other items e.g. furnishings – please specify: -		15 Total Local Effort	
		16 Local Church Bequests/Legacies	
7 Total net costs (4-6) (not to exceed £20,000)		<i>Indicate trust numbers</i>	
8 Professional fees for Architect and/or other Professional Advisor(s)		17 Circuit Advance Fund grant	
9 Local Authority charges e.g. planning fees		18 District Advance Fund grant	
10 VAT (on items 4-8)		19 Any other amounts expected <i>(Please indicate sources).</i>	
11 Total VAT and Fees (8 - 10)			
12 Total estimated expenditure including fees and VAT (7 & 11)(to balance with 20)		20 Total (to balance with 12)	

Please print name and address of correspondent for this scheme

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

e mail: \_\_\_\_\_

tel no: \_\_\_\_\_

## Guidance Notes On New Arrangements For Property Schemes Comprising Minor Works Not Requiring Approval of The Connexional Property Committee

- 1) **Purpose** – These new arrangements are being introduced in an attempt to speed the process for approval of property schemes by delegation to the District.
- 2) **Authority** – The proposals are given effect by an amendment to S.O. 931 (8) approved by Conference 2004 and will commence from 1 July 2005 for an initial period of four years.
- 3) **Application** – The proposals relate to property schemes for Chapels, Halls, Manses or other property where costs are estimated to be no more than £20,000 and which would normally require approval of the Connexional Property Committee because they involve:
  - \* building works including alterations or structural repair and/or
  - \* outside sources of funding including, grants, loans and the use of certain “Capital Monies”.
- 4) **Exclusions** – The proposals do not apply to schemes:
  - \* for Listed Buildings
  - \* for buildings in a Conservation Area involving external changes
  - \* of demolition
  - \* which involve any legal matters
  - \* for Shared Churches
  - \* for Methodist Day Schools
  - \* for Organs (see S.O.930 (2) (v))
  - \* for Feasibility Studies
  - \* where Landfill Tax Grants or Fund for Property Grants are being sought
  - \* where grants contain conditions which are the subject of any legal agreement
  - \* where costs (excluding fees & VAT) are likely to exceed £20,000.
- 5) **CAF Grants** – The proposals do not displace the new and existing provisions of Standing Orders relating to the use of Circuit Advance Fund (CAF) capital (S.O. 955 and 916)
- 6) Please refer to CPD for revisions to Standing Orders relating to the application of Capital Money, Advance Funds and Bequests.
- 7) **Revenue Expenditure** – The proposals are not designed to deal with building works which are for general maintenance and repair, or which would not normally require approval of the Connexional Property Committee.
- 8) Building works of Maintenance and Repair are normally treated as revenue expenditure for which use of CAF capital and other capital resources are not permitted though please see revised Standing Order 955(2) which permits the use of up to £10,000 in each year for any Methodist purpose.
- 9) **Completion of Schedule** – The Schedule 1 (MW) – (Minor Works) is a condensed and simplified 2 page Schedule which should be completed (and signed) in duplicate (or triplicate\*) by representatives of the local Church where applicable, the Circuit and the District. (*\*triplicate*) where it is proposed to use Bequests, *Local Proceeds of Sale or a CAF/DAF grant (see note 11)*
- 10) **Grants and Bequests** – Managing Trustees must check that the terms of any Bequests or other planned means of funding can be used for the purposes proposed.
- 11) Where any part of the funding involves:
  - \* a CAF grant
  - \* a DAF grant
  - \* Use of Legacies/Bequests/Local Proceeds of Sale held in Trust by TMCP, a signed copy of the Schedule should be sent to TMCP at Manchester

This is to provide the necessary authority for the release of funds upon the subsequent written request from the Church (or Circuit) when required.
- 12) Schedules for schemes not utilising Trusts held by TMCP but attracting other minor grants such as Charitable Trusts, Local Authority and National Lottery – Awards for All, do not need to be sent to Manchester (but see note 4 which excludes any grants containing conditions which are subject to any Legal Agreement).
- 13) **Other Schemes/Grants** – Schemes attracting Landfill Tax Grants or requesting Fund for Property Grants should not use the Minor Works Schedule and a standard Schedule 1 should be completed for submission to the Property Office in the normal way .
- 14) **Supporting Information** – Districts will normally require to see the Church’s Mission Statement and Circuit Policy as applicable together with relevant technical information. (eg drawings, outline specification, quinquennial inspection report etc) as appropriate.
 

This should be sent to the District with the Schedule to enable their proper consideration
- 15) **Professional Advice** – The carrying out of “Minor Works” does not obviate the need for Managing Trustees to seek appropriate professional advice, which will normally be determined by the nature of the work, though submission of a Technical Form is not included as a specific provision of these arrangements. The quinquennial inspector may be prepared to provide advice, rather than appointing another professional.
- 16) **Variations** – It is not anticipated that there will generally be significant changes to the costs or funding arrangements for Minor Works but where there is a variation this should be notified immediately to the District who will give consideration to amending the approval, provided that any increase in the net cost (page 2 item 7) does not exceed 10%.
- 17) **Timescale** – It is anticipated that schemes of Minor Works will be completed within a year and the District approval will therefore be valid for a maximum period of 12 months from their date of approval. (These provisions will be monitored and may be subject to change).

## Further Guidelines for Managing Trustees and Districts

- 18) **Application and Approval Generally** – These arrangements create delegated authority to Districts to approve property schemes for “Minor Works” on behalf of the Connexional Property Committee.
- 19) The Schedule 1(MW) and these guidance notes attempt to define the scope of Minor Works but where there is doubt we recommend District Property Secretaries contact the Property Office for clarification.
- 20) It should be noted that it is not the value of the work which determines whether a scheme requires approval but the nature of the work concerned coupled with the intended sources for its funding.
- 21) Districts are invited to look carefully at the Church's Mission Statement and/or Circuit Mission Policy as appropriate as well as the relevant Quinquennial report in confirming their support for the scheme.
- 22) Districts are invited to satisfy themselves that the Managing Trustees have taken appropriate Professional Advice where required.
- 23) **Funding** – Managing Trustees should satisfy themselves that the terms of any Bequests permit their use for the purposes proposed. Clarification can be sought from Trustees for Methodist Church Purposes in cases of uncertainty.
- 24) See notes 5-8 and 25-26 regarding appropriate use of CAF capital. Districts will be able to advise directly on the matter of DAF grants.
- 25) **Structural/Non Structural : Capital/Revenue** – There are no finite definitions of “Structural work and Alterations” nor any absolute distinctions between what constitutes Capital and Revenue expenditure.
- Generally however, Repairs and Maintenance which are required on a regular or cyclical basis are normally regarded as **Revenue** whereas more significant items of work, required only occasionally and having longer life expectancy, or major refurbishment which makes a substantial improvement to the property would more usually be regarded as **Capital**.

- 26) Set out below (25 – 26) is a common, though not exhaustive list of examples of each based upon established practice in the Property Office relating to schemes for Chapels and Manses:

### Structural/Capital

- \* New building constructions, extensions etc
- \* Alterations/ improvements involving structural work
- \* Major building refurbishment/renovation
- \* Re-roofing e.g. complete re-tiling/re-slating/re-felting
- \* Replacement Windows and Doors
- \* New Toilets and Kitchens inc Disabled adaptations
- \* New heating systems and replacement boilers
- \* Complete re-wiring and loop systems
- \* Significant external work, Disability access walls/ramps, external walls/fencing and provision of car parking including prevention of vandalism
- \* Major re-pointing work

### Non-structural/Revenue

- \* General repairs and maintenance
- \* Redecoration (external or internal)
- \* New carpets, chairs, furnishings etc.
- \* Roofing repairs, replacement tiles/slates/flashings
- \* Repairs to gutters and downpipes
- \* Replacement kitchen fittings, toilets/bathroom fittings
- \* Repairs/adjustments to services installations heating, electrical, plumbing etc.
- \* External maintenance of grounds and boundary fences/car parks
- \* Minor re-pointing work

### 27) Checklist

- Have the District Officers seen the Church Mission Statement and/or Circuit Mission Policy? (notes 14 and 21)
- Have the Managing Trustees checked that the planned sources of funding can be used for the purposes proposed? (notes 10 and 23)
- Have the District Officers seen the Quinquennial Inspection report? (notes 14 and 21)
- Has a suitable professional been appointed to supervise the work? (notes 15 and 22)
  - \* For building work, an architect, chartered surveyor, or other suitable professional who carries professional indemnity insurance, should be employed.
  - \* For electrical or heating work, a NICEIC or CORGI registered firm is appropriate.
- Have the managing trustees checked that any necessary statutory consents have been obtained? (Planning consent is normally required for any external changes; Building Regulations consent is required for most building alterations)
- Has a package of health & safety information been prepared (which must include a risk assessment for asbestos)?
- Have competitive quotations been obtained? - If not, have the Managing Trustees satisfied themselves on the matter of “ Best Value”?
- VAT: has the position been checked? VAT is normally payable on all work to an existing building, apart from work for disabled access facilities, which are zero-rated (it may be necessary to complete the Eligibility Certificate 10.2, available from Customs & Excise in VAT Notice 701/7 tel 0845 010 9000).