

Basics of a Quinquennial Inspection

1. Quinquennial Inspections (QI's) are carried out at least once every 5 years as directed in SO 952 to undertake a thorough survey of all aspects of a building's fabric. They are intended to identify problems which have developed since the last inspection and establish priorities for maintenance and repair over the next 5 year period to ensure the preservation of the fabric.
2. **The importance of the quality of the inspection and the subsequent report cannot be underestimated.** The information presented is crucial for Church Councils and Property Stewards to plan repair and maintenance budgets over the next five years ensuring that works are carried out in a timely manner to an acceptable standard.
3. Church Councils who commission underqualified inspectors or **accept deficient or incomplete reports are potentially creating longer term issues** which may prove more costly than the initial repair.
4. Methodist Insurance also undertakes a survey every 5 years, which is for insurance valuation and risk management purposes only. Although cover may not be dependent on a Quinquennial Report having been done, Trustees should be aware that **claims may not be honoured if it becomes apparent that an incident was preventable** if work identified by a Quinquennial Inspection had been undertaken.
5. Where church buildings are listed or lie within a designated Conservation Area, the inspections should be carried out by individuals who have [specific training and understanding of such buildings](#). Such heritage buildings will fall into one of the following categories:
 - Grade I (England & Wales)
 - Grade A (Scotland)
 - Grade II* (England & Wales)
 - Grade B (Scotland)
 - Grade II (England & Wales)
 - Grade C (Scotland)
 - Locally Listed or of Local Significance (included on a Local Authority register or similar)
 - Unlisted but in a Conservation Area plan (included in local planning documents)

The Importance of Good Stewardship

1. The **neglect of church buildings, or the avoidance of Quinquennial Inspections, is not good stewardship.** Ignoring known defects, neglecting adequate maintenance and failing to deal with necessary repairs is irresponsible and, more importantly, are a breach of Managing Trustees' obligations.

2. Equally, church property can be left vulnerable if building works are not specified, supervised or undertaken by the correct professionals or contractors. It is important with any repairs and maintenance issues to **obtain the best advice before the work is undertaken**. This is particularly relevant when undertaking work to a historic building. Mistakes may not be immediately apparent but may leave an expensive legacy.
3. All repairs works and alterations to Listed Buildings need to be approved by the Connexional Conservation Officer.
4. Always remember that **ignoring an issue will inevitably lead to greater and mostly costly problems**. It is important that property matters are addressed collectively and in a planned way so that resources, particularly financial, can be channelled to address the issue in a timely way. There may be grants available for repairs or larger projects so please contact the Connexional team for further information.

Appointing a Quinquennial Inspector

Managing Trustees should ensure the production of a comprehensive and reliable report through appointing the right professional individual to undertake the inspection. The following guidance gives some general considerations:

1. **Quinquennial Inspectors must be engaged on a professional basis**, using a **standard letter of engagement**. Sometimes the inspector can offer their own appointment document, which is also acceptable, but Managing Trustees should be satisfied with the arrangements, terms and conditions. The Inspector should be a named person who carries the appropriate qualifications and experience, even if they are employed by a larger professional practice. Further details for sourcing the right professional is included in **Appointing a Quinquennial Inspector – Suitable Professional**; you can also contact the Connexional Property Support team for guidance and further information at property@methodistchurch.org.uk.
2. **The Inspector is normally appointed by the Circuit**, or the District for District property. The appointment needs to be confirmed in writing and recorded in the relevant minutes. It is acceptable for a Circuit to consider employing the same inspector for multiple churches or manse, and can be a way of achieving a reduced cost overall.
3. The agreement should always **include an agreed fixed fee for the work outlined in the agreement**. Many inspectors will agree to attend a Church Council to discuss the report - it should be expected that this would be included within the fees.
4. It is important to discuss access arrangements with the Inspector at this point. As part of overall budgeting for the inspection, the Managing Trustees need to **confirm what and who will provide adequate access** (e.g. providing ladders or hiring a cherry picker to provide safe, high level access); equally, how to access areas which are traditionally difficult to access but can be the source of many building issues such as roof and floor voids.

5. Further information on costs are covered under **Guidance on Potential Costs**.
6. Familiarity with a property means that there can be some benefits to successive inspections being undertaken by the same Inspector. However, this is not a substitute for the **quality of the inspection** – it's better to start again with a new engagement if reports do not meet the required standard.
7. Inspectors should submit a **comprehensive list of similar inspections** carried out.
8. Where the inspector has been appointed by the circuit for advice on one church, the inspector can be asked to provide advice on other repairs, surveys or building schemes. This should be carried through through a separate appointment to agree the appropriate services and fee.
9. In the case of longer term partnerships, Managing Trustees should note that the **agreement for the Quinquennial Inspection** is only for this inspection and not for further inspections or additional support. This should be agreed separately at the relevant time.

Appointing a Quinquennial Inspector – The Selection Process

The main options for procuring the right inspector are:

- Direct invitation to one individual;
- Limited competition (where three or four practices are invited to make a proposal);
- Open competition (through advertisement in e.g. a local paper).

If the Circuit is satisfied with the existing inspector, then a direct invitation to continue may be the best option, but otherwise competition is the most appropriate way to proceed in line with accepted construction procurement guidelines.

If compiling a short-list for tender invitation, ensure that the same criteria for inclusion is used for all those included. For instance, it cannot be expected that a national practice in a major city would be able to quote a similar fee to that of a sole practitioner in a rural location; additionally, a sole practitioner may not need to charge VAT. Consider the most appropriate inspectors for the size, scale and complexity of the church property for example. It is also not good practice to necessarily base decisions solely on cost - but a combination of quality experience, ability to carry out the inspection properly and value for money.

Timescale for Submission

Tender submission requests sent to individuals or practices should include a date and time deadline for receipt of submissions (along with a return address). The normal minimum timescale for submissions is 3 weeks from the date of the invitation letter.

It should be considered also that some practices may wish to visit the site, and therefore the Managing Trustees should make a person available during the tender period to show people around the building.

Ongoing Potential Relationship with the Inspector

Quality of the service notwithstanding, in many cases churches can benefit from the appointment of an inspector as a longer term professional advisor. Many professionals will be looking for this in order to provide an initial competitive fee quote.

Changing an inspector every five years is not necessarily a productive approach, even if the perception is that there may be some minimal, short term financial gain through a competitive process. Alternatively, your tender documentation can emphasise that the church is looking to build a longer term partnership of a reasonable timescale. This can have the same impact for professionals costing the work for the longer term relationship with the trustees and not the short.

If this is preferred way forward, it is also important to keep in touch with the inspector from time to time – not just a request for an inspection every 5 years. Discuss any property problems with them – a brief annual discussion can be worthwhile, perhaps before completing the schedule A.

Appointing a Quinquennial Inspector – Suitable Professional

A suitable professional would normally be an –

- Chartered architect
- Chartered building surveyor
- Chartered structural engineer
- Non-chartered surveyor (or there are many types of surveyor) may be a suitable alternative

A builder is not normally suitable (in part, because they will not normally carry professional indemnity insurance). There is also an advantage in employing a professional who has carried out church inspections on previous occasions, either for the Connexion or for the local Diocese.

- The title *Architect* is protected in law to those on the register of the Architects Registration Board (ARB); many architects are also members of the Royal Institute of British Architects (RIBA).
- A *Chartered Surveyor* is a member (or fellow etc. as appropriate) of the Royal Institution of Chartered Surveyors (RICS).

In the case of Listed Buildings or buildings in Conservation Areas it is strongly recommended that the inspector has additional [accreditation for working with heritage buildings](#).

Locality

It can be advantageous if the inspector is based in the local area, because it is important to be familiar with the history and character of that locality. You should take advantage of their expertise to ask for occasional visits to advise on potential problems. Inspectors who are based a long way from the church concerned are rarely able to offer a satisfactory service.

Professional Indemnity Insurance (PII)

PII is an insurance policy that all registered construction professions are mandatorily expected to have, and is a requirement of their registration to their respective professional body. For example the Architects Registration Board (ARB) says –

Standard 8 of the Architects Code – Standards of Conduct and Practice provides that:

You are expected to have adequate and appropriate insurance cover for you, your practice and your employees. You should ensure that your insurance is adequate to meet a claim, whenever it is made. You are expected to maintain a minimum level of cover, including run-off cover, in accordance with the Board's guidance.

Some builders, designers, technicians and draughtsmen do not necessarily have PII.

When selecting a suitable inspector, the following should be strongly considered:

- PII is there to protect the interests of both professional and client in event of a claim for professional negligence;
- Inspectors are offering professional advice and as such should have PII cover, and it should be part of the selection criteria;
- The minimum level of cover recommended by the ARB and others is £250,000, although it is not uncommon now to have a minimum of £1m cover for each and every claim;
- It should be noted that the minimum level of cover sufficient for a Quinquennial Inspection may not be enough for other types of professional advice. For example, an increased level of cover might be required if the professional advisor then becomes involved in repair work or other works arising from the recommendations of the inspection report.
- Equally, when reappointing an inspector for consecutive inspections, it is important that PII is still adequate to the scope of the appointment requested, and a check should be made on each and every reappointment.

Accreditation of Professionals

It is advised that Inspectors should have a minimum level of qualifications and experience and are registered with a recognised professional body such as the RICS, RIBA etc., as outlined in the previous guidance document, *Quinquennial Inspections – Selection & Appointment of the Inspector*. This registration is achieved through a recognised process of study, work experience and evaluation and obliges all members to work to a set of Professional Codes of Conduct and undertake Continuing Professional Development (CPD) to ensure they are up to date with current practices. If these standards are not maintained then churches have the right to report the individual to their respective professional body.

In some cases, professionals undertake further study, work experience, assessment & CPD to allow them to be accredited with specialist bodies. In the case of Quinquennial Inspections this accreditation will mostly be linked to working with heritage buildings and structures. **It is therefore strongly advised that the individual appointed to undertake an inspection of a listed building or building in a conservation area should have additional conservation accreditation.** Trustees should also be aware that any subsequent heritage grants for repairs or other works will also expect the consultant to have achieved this additional, specialist accreditation.

Historic England for example delivers a heritage repairs grants scheme, an extract from its guidance says the following:

‘Historic England’s main grant scheme is [Repair Grants for Heritage at Risk](#). The scheme is for those sites which are most in need of repair and where lack of funding is blocking progress.

The main professional advisor will usually be either an architect, chartered building surveyor or chartered architectural technologist. We currently accept conservation accreditation from:

- *Architects listed on the [AABC Register](#) at category ‘A’, [RIAS Register](#) at Accredited or Advanced level or the [RIBA Conservation Register \(opens in a new window\)](#) at Specialist Conservation Architect level*
- *Chartered Architectural Technologists listed in the [CIAT Directory of Accredited Conservationists \(opens in a new window\)](#) at Accredited Conservationist level*
- *Chartered Building Surveyors listed on the [RICS Building Conservation Accreditation Register](#)*

In some cases a Chartered Engineer, Chartered Landscape Architect or other historic landscape specialist will be the appropriate lead professional.’

As outlined above, there are a number of accreditation schemes, and these can have different levels of registration. Historic England has undertaken a review of these accreditation schemes, and set out criteria for their recognition. The criteria and full information on the list of accreditation scheme can be found at:

<https://historicengland.org.uk/services-skills/training-skills/heritageskills-cpd/conservation-accreditation-for-professionals/>

a. As a broad guide, the following matrix should assist in assessing the criteria for selection -

- Competent to inspect Major Churches/Chapels which includes Central Halls; proven experience of working with large and/or highly significant and complex church buildings is recommended, at least at a junior level under a more experienced professional; and experience of working on Grade I or II* church buildings in a sole capacity. Relevant accreditation should be required.
- Competent to inspect Grade I or II* Churches/Chapels; proven experience of work in a sole capacity with listed buildings; proven experience of work with such highly designated buildings at least at a junior level under a more experienced professional; preferably experience in sole capacity. Relevant accreditation should be required.
- Competent to inspect Grade II churches; proven experience of work in a sole capacity with listed buildings; preferably experience of working with listed church buildings at least at a junior level under a more experienced professional. Relevant accreditation would normally be recommended.
- Competent to inspect unlisted churches; no specific prior experience expected, but evidence of supervision from an experienced professional with experience of church buildings is recommended. For certain buildings, evidence of experience of working with traditional materials may be required.

Further References

The main professional registration bodies have directories of members which are available online or by enquiry, they will also hold information on those most suitable for this type of work, and these directories are arranged geographically:

Architects Registration Board (ARB)

<http://www.arb.org.uk/>

8 Weymouth Street, London W1W 5BU

E: info@arb.org.uk; T: +44 (0) 20 7580 5861

Royal Institute of British Architects (RIBA)

<https://www.architecture.com/>

66 Portland Place, London, W1B 1AD

E: info@riba.org; T: +44(0)20 7580 5533

Royal Institution of Chartered Surveyors (RICS)

<https://www.rics.org/uk/>

12 Great George Street, London, SW1P 3AD

E: contactrics@rics.org; T: +44 (0)24 7686 8555

The Institution of Structural Engineers

[The Institution of Structural Engineers – IStructE](#)

International HQ, 47 – 58 Bastwick Street, London EC1V 3PS

E: use <https://www.istructe.org/contact-us/#onlinecontactform>; T: +44 (0)20 7235 4535

For professionals also skilled/qualified in work on heritage buildings, refer to:

The Register of Architects Accredited in Building Conservation (AABC)

<https://www.aabc-register.co.uk/>

41 Bengal Street, Manchester M4 6AF

E: administrator@aabc-register.co.uk; T: 0161 832 0666

Appointing a Quinquennial Inspector – Making a Decision

1. The principle of ‘best value’ should be applied to the final decision, not just the lowest cost.
2. The **Assessment/Scoring Criteria and Selection of an Inspector Template** (Appendix 2) creates a weighted scoring system for selection which takes into account cost, but also other crucial criteria such as experience, qualifications and references.
3. The decision should be **confirmed in writing, and recorded** in the church/circuit minutes; the consultant concerned may also have their own official appointment document for these matters. Either option should outline the scope of the work to be provided, the basic fee and expenses, exclusions from the agreement and also some other basic terms and conditions of the appointment. It is very important that such a document is in place and signed by both parties before work commences.
4. If the Inspector undertakes further work beyond the report, then this will normally lead to another fee proposal with an additional agreement document as opposed to an extension of the existing agreement. This gives clarity to all parties.

Guidance on Potential Costs

Managing Trustees should be aware that the potential costs for undertaking a Quinquennial Inspection can fall into three main categories:

- i. **The Core Inspection:** Fees for the Inspector to attend site, carry out the inspection and write up the report;
- ii. **Additional Access:** In order to facilitate access beyond the **Standard Limitation or Disclaimer Clauses** set out by the Inspector. There are costs for the provision of **additional** access during

the inspection (e.g. cherry-picker, scaffolding etc.). This can be co-ordinated by the Managing Trustees or the Inspector, but costs will be borne by the Managing Trustees as the Inspector will not normally provide this through their fees.

- iii. **Specialist Reports:** Costs for the provision of additional specialist surveys or inspections (e.g. electrical or asbestos surveys etc.). This can be co-ordinated by the Managing Trustees or the Inspector, normally prior to the main inspection, but costs will be borne by the Managing Trustees as the Inspector will not normally provide this through their fees.

The overall costs can be a very subjective matter, and can be influenced by property location, accessibility, complexity of the building and other external factors. Consider the following general points as a guide:

- Considerably more work is involved for an Inspector in their first inspection of a property than in subsequent ones. Managing Trustees should reflect on this when considering changing inspectors against continuity for cost reasons.
- The complexity of the property will have a direct impact on the costs for all three categories. It will take an inspector much longer to inspect and write up a report for example a report on a large, Victorian, city centre church. This additional time will be reflected in the overall fee, compared to say a simple village chapel. If undertaking multiple inspections across a circuit, this should be borne in mind when comparing fees for each individual inspection.
- Likewise, a listed building will require a greater degree of analysis than an unlisted one.
- Managing Trustees also need to be sensitive during the tendering process to the fact that the submission process in itself is expensive, and is not a recoverable cost. The tender process, requirements and discussions need to be well organised and clear from the outset.
- If the Managing Trustees require additional work beyond the scope of the normal inspection they should make it clear in the invitation to tender and request additional costs be expressed as hourly rates, for example, if the exact scope cannot be defined. This might include attendance at additional meetings with the Circuit, or organising additional access or surveys.
- A good working relationship and quality advice must outweigh any possible saving made on a “lowest cost” basis. It is vital that a note confirming that the decision will not be made on the basis of lowest cost is included in information sent to the various practices (see invitation letter template, Appendix 1).

Preparing for the Inspection

The Circuit should request Managing Trustees to ensure the following **prior** to the inspection:

- a. Appointment: That an agreement and fee has been agreed and signed with the Inspector.
- b. Log Book (1): That the Log Book for the property is up to date with the relevant information; the Managing Trustees are required to maintain a log book containing previous Quinquennial Inspection reports, details of repairs and other relevant information.
- c. Log Book (2): That the Inspector is provided with a copy of the Log Book & Inventory in a format and timescale agreed with the Inspector. This might be simply left in the property on the day of the inspection, or for more complex properties sent to the Inspector in advance.
- d. Additional Information: That any specialist investigations and reports are undertaken prior to the inspection, and provide the Inspector with this information (if not included in the Log Book); the Inspector will want to make reference to these in the final QI Report. These investigations could include:

- Statement of Significance and/or Conservation Management Plan if the building is listed or in a conservation area.
- Written test reports on asbestos and the heating, electrical, fire protection and lightning systems.
- Arboriculture and ecological reports (e.g. bats or other protected or rare species).

If these reports have not been undertaken it can be helpful to discuss what is required with the Inspector who can provide guidance on this in advance.

- e. **Building Defects:** The church property steward has compiled a list and schedules of any rights of way, light or air and give details of building defects or problems during the last five years (including damage from storms, vandalism or fire), and passed this to the Inspector.
- f. **Keys:** The Inspector has all necessary keys to access all areas of the building or that there is agreement for others to attend on the day of the inspection and provide access directly.
- g. **Access Arrangements:** The co-ordination and agreement between the Managing Trustees and the Inspector for all special access arrangements beyond the **Standard Limitation or Disclaimer Clauses** set out by the Inspector. This might include –
 - Suitably secured and protected ladders for inspecting safely accessible roofs;
 - Removing floor coverings to facilitate access to floor void hatches;
 - Providing cheery-picker or scaffolding to access roof voids etc.;
 - Providing additional ladders if not available on site;
 - Ensuring existing access steps, stairs etc. are safe and fit for purpose;
 - Alternative inspection options such as drones.

If needed a builder should be asked to provide additional access and attendance for the inspection day. Please note that the use of ladders should follow current HSE safety guidelines for working at height (<https://www.hse.gov.uk/work-at-height/index.htm>). All costs for additional access arrangements are borne by the Managing Trustees.

Note: for any access arrangements Managing Trustees should co-ordinate with their Inspector, contractor etc. that the correct licences or permissions are in place for the day of the inspection. These could include temporary scaffolding licences on tight urban sites or drone licences in built up areas for example.

During the Inspection

- a. It is essential that the church steward is available on site throughout the day of the inspection. It is important that the Inspector has access to a knowledgeable person representing the Managing Trustees to ask questions on the day. It is also essential where the inspection is to be carried out by one Inspector for a second person to be available on site for safety reasons and to offer assistance with ladders, hatches etc. The arrangements for this should be agreed in advance with the Inspector.
- b. As outlined in **Preparing for the Inspection** the church steward should ensure on the day of the Inspection that all the agreed access arrangements are in place before the Inspector begins.

- c. Equally, the church steward should check and ensure that any specialist, certified contractors attending are available for the timescales agreed. These might, for example, include operators for the cherry-picker or Unmanned Aerial Vehicles (Drones). They should also ensure that copies of all the temporary licences for such installations or activities are available for inspection if needed.
- d. Access to roofs for the inspection also gives a good opportunity for the gutters to be cleaned, but this should be undertaken by a separate contractor.
- e. The church steward should ensure that if relevant, bells should be down on the day of the inspection. They should also co-ordinate with the ringers on any problems with the ring.
- f. Keep your Inspector up to date with any initiatives in relation to energy saving and other environmental issues. Notify your Inspector of the policies and guidance contained on the Methodist Church website for this - [Environment and Climate Change \(methodist.org.uk\)](https://www.methodist.org.uk).

Quinquennial Report – Expectations and General Requirements

Format of the report:

The report should be presented in a consistent format (landscape or portrait) to enable those tasked with managing the property to be able to maintain an overview of its condition. It is acceptable for Managing Trustees to seek clarification from the Inspector on any items that are not clear or explained in enough detail.

Report readership:

The report should be clear to those from a non-technical background, in language which avoids 'jargon' or unexplained acronyms. It also needs to be accessible and understandable to those not immediately familiar with, or who may not have visited, the property.

Content of the report:

The first and subsequent reports should contain a similar level of detail and analysis, even if it is produced by the same Inspector. In broad terms, the report should include particulars of the site and the buildings including some description of the building and its history. The main body of the report should cover such matters as:

- Works since the last inspection;
- General condition of the building;
- Summary of repairs needed;
- Recommendations for further detailed or specialist inspections.

The report should also cover such matters as furnishings, monuments, heating system, electrical installation, lightning protection installation, sanitary facilities, fire precautions, security, disabled access and external areas and boundaries.

Repair Priorities:

Repairs should be colour coded by the priority of the works requested:

- Red Urgent, requiring immediate attention
- Orange Requires attention within 12 months
- Brown Requires attention with 12 – 24 months
- Blue Requires attention within 5 years
- Green Desirable improvement, no timescale
- Yellow Requires further investigation/survey
- Purple Routine maintenance which can be done without professional advice

Additional Photographs:

Additional photographs of areas that are difficult to see or inaccessible should be included, for example:

- Roofs and roof voids
- Voids under floor
- Towers and awkward spaces
- A digi-camera with a telephoto lens can help in pin-pointing roof, gutter and high area issues
- Valley gutters which could be full of leaves of debris.

Work beyond the report:

Managing Trustees should not regard a Quinquennial Inspection report as a specification for repairs, although the inspector can be asked to subsequently specify and arrange for the works to be carried out. Do note that repairs to listed buildings will require the approval of the Connexional Conservation Officer.

Reports should be produced as quickly as possible following the inspection so that essential works can be undertaken in a timely manner. As a guide, Managing Trustees should expect and request a draft report within 1 month and final report within 2 months. The number and format of copies of the report is as follows:

Chapels & Ancillary Properties

- One complete digital copy including Schedule G (either .pdf or word format)
- One complete and spiral bound paper copy including Schedule G
- Digital copies to be sent to the DPS, Superintendent and Circuit Property Secretary
- Paper copy to be sent to the Circuit Property Secretary who send it to the Circuit Property Secretary for inclusion in the appropriate log book

Manses & Other Housing

- One complete digital copy including Schedule E (either .pdf or word format)
- One complete and spiral bound paper copy including Schedule E
- Digital copies to be sent to the DPS, Superintendent, Circuit Manse Secretary and District Manse Committee Secretary
- Paper copy to be sent to the Circuit Manse Secretary who send it to the Circuit Steward for inclusion in the appropriate log book

Standard Limitations or Disclaimer Clauses

Managing Trustees should be aware that it is normal for any survey to note various exclusions or limitations. There are normally good reasons for this, such as Health & Safety, and some are required by the inspector's professional indemnity insurance policy. The following are typical clauses which can appear:

- i. The inspection will normally be made from ground level, floor level(s), a 3-metre ladder and other readily accessible positions.
- ii. The inspection will be purely visual and, unless otherwise stated, no enclosed spaces, hidden timbers or inaccessible parts will be opened up for inspection.
- iii. The report may indicate that further or more detailed investigations are necessary.
- iv. Parts of the structure which are inaccessible, enclosed or covered will not be inspected.
- v. Ladders and attendance are to be provided, and the arrangements and cost for this will be met by the local church.

It is important that Managing Trustees take note of these limitations or exclusions in advance of the inspection and use these as the basis for discussions or additional arrangements with the inspector. These might include the following considerations:

- i. Arrangements for safe access to normally inaccessible spaces such as roof or floor voids;
- ii. Specific requests for more detailed investigations into areas of concern such as damp ingress;
- iii. Use of access ladders or drones;
- iv. Advance notice of what specialist reports are required outside the scope of the Inspector.

After Completion of the Report

The resulting recommendation from the Quinquennial Report should be reported to the next meeting of the trustee body.

The Inspector should be willing to meet the Managing Trustees to discuss the findings of the report and agree any further work that may be necessary.

The Quinquennial Inspector may recommend further inspections or specialist testing of other services. The managing trustees should ensure that such recommendations are carried out, the cost of which will be additional to the cost of the report.

Managing Trustees have the responsibility for taking all necessary action to deal with matters indicated in the report, within the timescales outlined in the report's schedules.

Instructions should be given to the Inspector if further investigations are to be undertaken or if the inspector is to prepare information about further repairs. Note that any additional work by the Inspector beyond the scope of the original survey and report can incur additional fees. If the Inspector

is instructed to prepare a specification of works, to invite tenders and to inspect work in progress; then professional fees will have to be agreed, plus any additional expenses and VAT.

It is the duty of the circuit through the Circuit Property Secretary to monitor the managing trustees' response to the report, and to bring to the attention of the circuit and the District Synod any serious cases where the church seems unable to take appropriate action. The district in consultation with the circuit will then approach the managing trustees to determine the best course of action.

If any subsequent repairs are undertaken, it will also be necessary for the Managing Trustees and the Circuit to register the works on the Property Consents website (www.propertyconsent.methodist.org.uk) to obtain formal consent for the proposed work. If the building is Listed or in a Conservation Area, then statutory consents will be required and works must be discussed with the Connexional Conservation Officer before progressing.