

Time schedule for the Methodist Connexional Year relating to the current functions of the Property Group (Circuit Property Secretary)

As from 1 September

Function	Month	Comments	Responsibility
Circuit Leadership Team (CLT) meeting	September	Verbal report to meeting relating to church property issues. Can be by written report submitted beforehand if required. Any church schemes discussed to gain CLT support or otherwise  This is repeated for all CLT meetings	Circuit Stewards
Property report for Circuit Meeting	September	Draft and send to Circuit Administrator for circulation, no later than a week before the meeting. Report to include both churches and manses Any scheme proposals and recommendations to be included in report	Circuit Stewards/Circuit Administration
Circuit meeting	September (Autumn)  Repeat for Spring meeting	Present Property report and answer any questions Present any scheme proposals, inviting comments from the scheme proposer and the meeting. Vote on scheme(s)	Circuit Stewards
On line Property Returns  Note 1	October and ongoing	Check on line Church Property Returns, to ensure these are being completed by the individual churches Note: where there is a one church LEP, it is requested that information is sought to complete the on line return for that church	Circuit Administration, overseen by Circuit Stewards
Circuit Property Meeting Usually held in mid to late November Superintendent to chair Circuit Property Secretary minutes meeting	Late October  November	Draft Property report (including manses), along with agenda and minutes from the previous year's meeting, with reminder that the financial accounts for the last connexional year are due. Send to all Church Property Stewards (including those properties which are not Methodist owned), copied to Superintendent  Circuit Property meeting	Circuit Administration  Attendance by a Circuit Steward Circuit Administration to take minutes

Function	Month	Comments	Responsibility
<p>Quinquennial inspections</p> <p>Note 2</p>	<p>March</p> <p>May-June</p>	<p>Provide Quinquennial surveyor with schedule of inspections for that year – 2 churches and one manse</p> <p>Receive completed reports – electronic and hard copy</p> <p>Send electronically to Church Property Stewards and Manse Stewards, highlighting Schedule G and E comments contained in 10a and 10b. Provide hard copy as well</p> <p>Pass invoices to Circuit Treasurer for payment</p>	<p>Circuit Administration, overseen by Circuit Stewards</p> <p>Circuit Administration</p>
<p>Trustees Annual Report and Finance for Charity Commission</p>	<p>By June</p>	<p>Collate information (amend Trustees –Circuit Meeting, review of past objectives, decide new objectives, amend financial information, current years Circuit accounts</p> <p>Amend date sensitive text and staffing</p> <p>Compile report in electronic form</p> <p>CLT to review final draft</p> <p>Upload on to CC website in .pdf format</p>	<p>Circuit Administration, overseen by CLT</p>
<p>Property Returns and Financial forms</p> <p>Note 3</p>	<p>July/August</p> <p>Early August</p>	<p>Check Methodist website – Property, for current years property and financial forms – <b>ensure these are current as they may change year to year</b></p> <p>Electronically send out separately all forms to Church Property Stewards and Church Treasurers</p> <p>Send electronically also manse property forms to Manse Steward</p> <p>Remind Treasurers that the Independent Examiner must complete their form annually and return to the Church Secretary</p>	<p>Circuit Administration</p> <p>Circuit Administration, overseen by Circuit Stewards</p>

Function	Month	Comments	Responsibility
Financial accounts Church and Circuit  Note 4	October to the following April	<p>Ensure all church <u>signed</u> accounts are submitted, along with the Reserves Policy</p> <p>Obtain Circuit accounts when these have been approved by the spring Circuit meeting</p> <p>Archive accounts and reserves polices into pdf format. Retain hard copy on file?</p> <p>Review church accounts and highlight any feedback to CLT</p> <p>Provide Circuit Treasurer with electronic version of all church and circuit accounts, along with the annual Trustees report</p>	Church Treasurers/Circuit Administration  Circuit Treasurer  Circuit Administration  Circuit Stewards/CLT  Circuit Administration
Property Consents On line system for District to approve building schemes	Ongoing	<p>Request through the CLT and annual Property meeting, that any proposed schemes should be notified to the Property Leader/CLT</p> <p>Consider and approve sheme(s)</p> <p>Complete on line system for scheme approval by District Property Secretary</p> <p>Listed/Conservation area property will require Connexional Conservation Officer approval before District can approve</p> <p>Consent is required for leasing premises, sale and purchase of manses, sale and purchases of churches. Valuations for all the above must be obtained by a qualified surveyor</p>	Church Stewards  Circuit Meeting  Church Stewards overseen by Circuit Administration

#### Note 1

Churches listed on the Property Return website are all the Circuit churches regardless who owns the property. The Connexion request that those churches not owned by the Methodists submit at least a quinquennial report and complete the rest of the return. This applies to all the one church LEPs.

Some churches, namely Arlesey, provide hard copy of the Church Checklist and the Property Leader inputs the data

Some churches will require regular reminders to complete their data and input online. These can be checked by frequently looking on line to check.

#### Note 2

Current Quinquennial inspection schedule is attached as appendix A

The current 5 year contract ends in April 2018, see tender contract as appendix A

Contact details for surveyor are:

M J Downing FRICS. IRRV(Hons).

Northwood House

39 Grosvenor Road

West Wickham

Kent

BR4 9PY

Telephone: 020 8325 9731

e-mail: [downing\\_michael@hotmail.com](mailto:downing_michael@hotmail.com)

#### Note 3

Sample e-mail sent to Church Property Stewards is attached as appendix B

Sample e-mail sent to Manse Steward is attached as Appendix C

Sample e-mail sent to Church Treasurers is attached as Appendix D

#### Note 4

The Property Leader has completed on behalf of the church concerned the inputting of data in to the Property Consent system, also providing advice and guidance on building matters

CLT should consider that the church stewards complete the required inputting

Appendix A

Quinquennial Inspection Programme

Period 2014-2018

Year	Churches	Manses
2014	Stotfold Methodist Church Hitchin Road Stotfold Beds Herts SG5 4LL  Benington Methodist Church Whempstead Road Benington Herts SG2 7DE	67 Grenville Way Stevenage Herts SG2 8XZ
2015	Norton Methodist Church North Avenue Letchworth Herts SG8 1AY  Baldock Methodist Church Whitehorse Street Baldock Herts SG6 8QB	48 Turpins Way Baldock Herts SG7 6LW
2016	Arlesey Methodist Church High Street Arlesey Beds SG15 6ZB  High Street Methodist Church High Street Stevenage Herts SG1 3LS	2 Maytrees Hitchin Herts SG4 9LR
2017	Central Methodist Church Norton Way South Letchworth Herts SG6 3TR  Pirton Methodist Church High Street Pirton Herts SG5 5PS	1 Greenway Letchworth Herts SG6 3UG
2018	Christchurch Bedford Road Hitchin Herts SG5 1HF  St Paul's Methodist Church Broadwater Stevenage Herts SG2	12 Ruskin Lane Hitchin Herts SG4 0PN

January 2014

### Quinquennial Inspection Schedule

**Client:** North Hertfordshire Methodist Circuit  
**Circuit Number:** 34/15  
**Contact:** Brian Burgess – Circuit Property Secretary  
**Address:** 96 London Road Knebworth Herts SG3 6HB  
**Telephone no.:** 01438 237748  
**e-mail address:** [brburg@aol.com](mailto:brburg@aol.com)

#### 1 Introduction

This Schedule lays out the requirement to conduct quinquennial inspections (once every five years) on property owned by the Methodist Church in this Circuit. The properties include:

- 10 Churches
- 5 Manses

#### 2 Contract

Contract period: 5 years

Start date: 1 April 2014

To cover: 3 properties per year

Locations: See attached programme

Inspections: Inspections to be carried out during April to June  
To be conducted in accordance with RICS inspection procedures for building surveys and Methodist Property Office Notes for Trustees and Inspectors

Reports: Completed inspection report including Schedule G and E (available as MS Word documents) for each Church and Manse inspected respectively  
One copy of each report and Schedule to be submitted electronically (either in MS Word or Adobe Acrobat format, with scanned or electronic signature) to the Circuit Property Secretary  
Each year's allocated properties to be completed and reports submitted by 1 July of that year

Previous reports: All of the properties have been inspected within the last five years. Previous quinquennial inspection reports, current electrical inspection certificate, current PATs records, current Landlords Gas Inspection certificate (where appropriate) and log book will be made available at time of inspection

#### 3 Other considerations

The manse at 67 Grenville Way Stevenage, was surveyed prior to purchase by David Connelly in 2009

Separate to the contract will be the requirement to conduct where necessary, a building survey for a potential new Manse, before agreeing to purchase.

Any new Manse would not be inspected within five years of purchase.

Separate to the contract will be the requirement to conduct where necessary, a building survey on a potential new 'Church' property, before agreeing to purchase.  
Any new 'Church' would not be inspected within five years of purchase.

These separate contracts to be negotiated as and when required.

Sample e-mail to the Surveyor

Dear Mike

Please can you carry out the quinquennial inspections as per the schedule for 2015. These are:

**Norton Methodist Church North Avenue Letchworth Herts SG8 1AY**

contact: Gail Aldridge  
tel no: 01462 648903  
e-mail: [nortonccm@outlook.com](mailto:nortonccm@outlook.com)

**Baldock Methodist Church Whitehorse Street Baldock Herts SG6 8QB**

contact: David Burgin  
tel no: 01462 894930  
e-mail: [burgin.david@gmail.com](mailto:burgin.david@gmail.com)

Manse:

**48 Turpins Way Baldock Herts SG7 6LW**

contact: Ann Archer (Manse Steward)  
tel no: 01462 731392  
e-mail: [archer\\_ann@sky.com](mailto:archer_ann@sky.com)

I have attached the previous quinquennial inspection reports and accompanying schedule for your information:

- 1 Norton Methodist Church
- 2 Baldock Methodist Church
- 3 Manse: 48 Turpins Way Baldock

Please can you liaise direct with the contacts given above to arrange for an appointment

If you require any further information, please contact me.

I look forward to receiving your reports in due course.

## **Appendix B**

Sample e-mail to Church Property Stewards

Dear Church Property Stewards

To record your annual property inspections, please follow the following steps:

- 1 Complete the 'Church Property Checklist' attached as MS Word document
- 2 Submit this to the autumn church council meeting for approval
- 3 To record your church return, open up the online system by using the link in your browser <https://online.methodist.org.uk> and log on
- 4 Amend to reflect 2013 - 2014 information

If you wish to print a copy off for your records, go to Reports and click, then click Church Council. A Church Return in pdf format has be populated with the inputted data which you can now print.

If you require any further information or assistance, please contact me



## Appendix C

Sample letter to Manse Steward

Dear Ann

To record the annual manse inspections, please follow the following steps:

- 1 Complete the 'Circuit Property Checklist' attached as MS Word document
- 2 Submit this to the autumn CLT/Circuit Meeting meeting for approval
- 3 To record the circuit property return, open up the online system by using the link in your browser <https://online.methodist.org.uk> and log on as 'Circuit Trustee'
- 4 Amend to reflect 2013 - 2014 information for each manse

If you wish to print a copy off for your records, go to Reports and click, then click Circuit Meeting. A Church Return in pdf format has been populated with the inputted data which you can now print.

If you require any further information or assistance, please contact m

## Appendix D

Sample e-mail to Church Treasurers

Dear Church Treasurers

Please find the following attached for you to complete your church accounts (using the appropriate form) and reserve policy for the Connexional Year 2013-2014:

- 1 Standard form of accounts 2014- accruals as MS Excel
- 2 Standard form of accounts 2014 short form with internal organisations summary as MS Excel
- 3 Standard form of accounts 2014 - short form as MS Excel
- 4 Q&A standard form of accounts
- 5 Notes for standard form of accounts - accruals
- 6 Notes for standard forms of accounts - with internal organisations summary I
- 7 Notes for standard form - short
- 8 Reserves policy
- 9 Reserves policy form - as MS Word
- 10 Standard form of accounts - internal organisations 2014 - as MS Excel. Please complete and submit if your church has internal organisations, for each organisation
- 11 Guidance for annual report. A church Annual Report must be submitted if your church is a registered charity
- 12 Audit thresholds
- 13 Sample letter of Engagement for an independent examiner.

Please Note:

- 1 *SFA - accruals (1) there are now two pages (last two) for declaration and IE*
- 2 *(13) letter of engagement - ensure that you consult your Church Council and provide this letter to your Independent Examiner.*

Please return to me the appropriate completed forms applicable for your church, preferably electronically (with signatures), by the 1 November 2014

If you require further information or advice, please contact me