

PROPERTY MATTERS

ISSUE 16 – December 2016

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This document is being sent to the following roles within the Connexion who are registered on the Connexional database: district chairs, superintendent ministers, district property secretaries, circuit property secretaries, church property secretaries, district treasurers, circuit treasurers and church treasurers.

PROPERTY MATTERS

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Front page photograph: Wesley's Chapel, London © TimE Photography

INTRODUCTION



To all of us, Christmas means both giving and receiving. In this happy vision, we see the Prince of Peace, the greatest giver of all. And just as the New Year is the time for fresh resolutions, the end of the old year is a time for taking stock and giving thanks for the blessings bestowed upon us – despite the surprises and challenges that the last 12 months have brought!

I remain astonished by the generosity of Methodists. This year the Connexional Grants Committee has awarded over £1.2 million for 14 property projects. This can only be achieved by gifts and donations given by ordinary people who believe in our mission. In April, the Resourcing Mission Forum (RMF) drew over 80 people and heard from both the President and the Secretary of the Conference. We discussed using our buildings as a base for mission, VAT, grants, ensuring a welcome for all, and the development going on at Cross Hills Methodist Church in the West Yorkshire District. Delegates also had a unique chance to see the Listed Building Advisory Committee in action, as well as attend a ‘marketplace’ event. In this issue, you will see details on the 2017 RMF, which asks if we are “Mission Fit”.

Throughout the year we have all tried to help each other in many ways; from meetings and formal presentations down to emails and phone calls. We have been able to offer each other those gifts of love and understanding which can only be found in a common kinship and belief. I know we will all continue to help each other to grow and develop – whether that is through, or in, or outside our buildings, as we strive to solve the problems and challenges that come before us.

Surely we have every reason to be more thankful than any other group on earth? So, dear friends and colleagues, a very merry Christmas and a happy New Year to one and all, with my thanks and gratitude for all your hard work in 2016.

Richard Farmery, Facilities and Property Coordinator

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CONNEXIONAL TEAM UPDATE

Online suite of applications

> PROPERTY CONSENTS

> STATISTICS FOR MISSION

> PROPERTY RETURNS

> MANAGE USERS

> CONTACT US

Thank you for your patience with the server move on 31 October 2016. The move was completed successfully, and hopefully you should notice an improvement in speed when accessing the site.

Help and guidance documents for all applications of the online portal can be accessed and downloaded via www.methodist.org.uk/onlinesuite.

> PROPERTY CONSENTS

Updates in the pipeline

The next functional update of the consents site is due in January 2017. The changes, which have already been passed to our website developers, will include improvements to the following sections:

Document management

- **Document versioning**

This will enable users to update a particular document with a new version, instead of adding a separate document. Previous versions of a document will still be accessible via a new button.

- **Post-consent documents**

Documents can be added after consent has been given, however they will be ‘stamped’ with a mark saying “Post-consent”.

- **Office documents**

Legal and conservation documents (such as heads of terms and Section 98s) can no longer be deleted.

Replacement projects

These will now indicate their status (ie Pending, Confirmed, or Rejected).

Funding

We're making the funding section on the summary tab a bit more user-friendly by moving the Confirm button on to the Confirmed column, and adding a status to show whether funding has been confirmed or not (see graphic below).

Type	Loan	Trust No	Description	Amount Proposed	Amount Confirmed	Manage
Church Fund (TMCP)	No	12345	Bequest	£10000	<input type="button" value="Confirm"/>	<input type="button" value="Edit"/> <input type="button" value="X"/> Awaiting Confirmation



Type	Loan	Trust No	Description	Amount Proposed	Amount Confirmed	Manage
Church Fund (TMCP)	No	12345	Bequest	£10000	£10000 <input type="button" value="Confirm"/>	<input type="button" value="Edit"/> <input type="button" value="X"/> Confirmed

Managing Trustee authorisation for grants

It is recommended that each church has at least two managing trustees registered on the system, one of which should be the Minister. We recommend this because some payments require one managing trustee to raise a payment request, and a second to authorise the payment request.

List of payment types that require authorisation by two managing trustees:

- Church funds (TMCP)
- Other funds (TMCP)
- Landfill grants (via TMCP)
- Fund for Property
- Connexional Priority Fund

Please note that unlike statistics, having circuit permission for property consents does not mean that the user automatically has individual church trustee permissions as well. If a user has permissions relating to different levels (district/circuit/church), they need to ensure that they select the correct role when prompted.

There is further guidance on raising and authorising payment requests on the Property Consents help and guidance, under “Requesting monies held by TMCP”: propertyconsent.methodist.org.uk/guide/61

> STATISTICS FOR MISSION

The deadline for submitting your church’s annual statistics is **31 January 2017**. Many thanks to those who have already filled in the required information.

> CONTACT US

Questions?

If you have any questions with regards to the functions of the Online Portal, please use the email address which best fits your request. General queries, such as anything to do with user permissions or passwords, may be sent to either address.

- Property consents: consents@methodistchurch.org.uk
- Property returns: returns@methodistchurch.org.uk
- Statistics for Mission: statisticsformission@methodistchurch.org.uk
- General queries: any of the above

Church security

General

Every day, 10 churches are likely to suffer from theft, vandalism or arson. This equates to an attack on one in every four churches during the course of a year.

Insurance can provide monetary compensation, but it can never compensate for the loss of part of a church’s history and heritage. It is obviously better to reduce the risk of loss in the first place. Lock away all valuable and portable items, and where practical keep these in a good quality safe. If there is no room in the safe, then lock them away in a secure area such as the vestry. If you do not have a suitable secure area, then try and create one – for instance in a small room.

Arson

Remember that arson is basically a security problem, but you can take simple precautions to prevent it happening. Remove all unwanted items that could be used to start a fire. Ensure that any petrol for lawnmowers is kept away from the church. An automatic intruder alarm system will deter not just thieves but arsonists as well, and will alert you to the fact that someone is on the premises.

Inspections

Most thefts and damage occur when the church is unoccupied. Anything suspicious seen by those living close to the church or noticed when visiting or inspecting the premises should be immediately reported to the police.

Safes

Valuables should be kept in a safe or strongroom when not being used. All safes should be securely anchored to the fabric of the building.

Keys



Door keys should be kept in the personal custody of a responsible officer or in a secure place away from the church, eg the manse or church officer's home. Keys should never be hidden in or around the church and the number of duplicates available should be kept to the absolute minimum. Safe keys in particular should never be kept in the church.

However, it may be more convenient to hold internal keys (such as those to noticeboards, cupboards, etc) in either the vestry or church office, but the keys should themselves be shut away to protect against unauthorised access. Small key safes are relatively inexpensive to purchase and install.

Keep a register of everyone who holds a key, and update it annually. A note should also be made of any keys issued to someone; this should include the time they took the keys out, and time they returned them.

Locks and bars

All external doors should be kept locked overnight with a good quality key-operated lock, to prevent entry to, and hinder exit from, the church. If doors can be opened from the inside, thieves can easily remove large articles or furniture.

Where the security of doors needs to be improved, fit locks that comply with BS 3621. The vestry will often be considered a target from a prospective thief's point of view and should therefore be secured accordingly. Access doors should be fitted with mortice deadlocks of at least five levers, which comply with BS 3621. Windows should be fitted with bars or grilles.

Your insurance provider should always be contacted prior to the installation of security devices in order for specifications to be agreed.

All external doors should be kept locked overnight with a good quality key-operated lock, to prevent entry to, and hinder exit from, the church.

Intruder alarms

Where there is a substantial amount of property to be protected, an intruder alarm system should be considered.

No alarm should be purchased without first taking professional advice and consulting your insurance provider. Installation and maintenance of an alarm system should preferably be undertaken by a company on the official list of recognised firms of any United Kingdom Accreditation Service (UKAS) accredited Inspectorate and on the local police list of compliant companies, and should comply with BS EN 50131-1, according to the scheme described in PD 6662.

If you are insured through Methodist Insurance, the installers should also be approved by them. A premium discount may be available if a system is installed and maintained by a company on the official list of recognised firms of any UKAS accredited inspectorate.



Closed circuit television (CCTV)

CCTV permits the continual monitoring of an area using cameras. These are usually linked to a video recording system, or monitored by security personnel. Several considerations should be noted:

- the quality of cameras vary tremendously
- systems can be expensive and need effective monitoring
- systems are limited to what the camera can 'see'
- there are data protection, civil liberties and human rights issues to take into consideration.

Photographs and security marking

Should a theft occur, recovery is very much easier if adequate information regarding the stolen items is available.

Photographs of all valuables should be taken and kept away from the church. Record details of any items of value, either monetary or sentimental, detailing material, measurements, inscriptions etc and keep these off-site.

Consideration could also be given to the security marking of valuable articles by engraving or the use of SmartWater, which forensically links thieves to crime scenes. For further details on SmartWater please visit their website: www.smartwater.com.

Replacement or repair of stained glass windows will be greatly assisted if colour photographs are available. A ruler or some other means of indicating size should always be included in any photograph. A video or digital recording is a very quick and easy way of making a record of everything in the church.

Roofs

External lead and copperwork is particularly vulnerable and could be marked with SmartWater solution, but please also ensure that you register your SmartWater kit. SmartWater signage is also an effective deterrent and must be prominently displayed.

Careful use of 'anti-climb' paints can make the thieves' job more difficult. Ladders should always be removed to a secure place and ensure that any scaffolding is adequately protected from climbing by your contractor. This is particularly important to remember when work is being carried out on or in the church.

In the case of lead or copper roofing materials, consideration should be given to replacement with less theft-attractive material following a theft. In some cases this is the only practical solution. You should consult a professional advisor or architect in the first instance. For further advice about how to help prevent metal theft, please speak to your local insurance consultant and surveyor.

Gates

These should be kept locked at night to prevent vehicles being driven close to the church. This will deter thieves as well as making the removal of stolen articles more difficult. In the absence of gates consider installing security bollards, or chains and locks to driveways to restrict vehicular access, including unauthorised and unwelcome parking.

Outbuildings and boiler houses

Give some thought to the security of sheds, boiler houses and any other external storage areas. All too often these are overlooked, with a resultant loss of lawnmowers, strimmers and other equipment.

Ensure the fabric of such structures is reasonably sound and fit good quality padlocks and locking bars to doors. Lawnmowers and other valuable grounds equipment should not be kept in lightweight timber sheds. Petrol should be kept away from the church, in view of the risk of arson.



External lighting

External lighting can act as a deterrent to theft or arson. This is particularly useful if there are occupied houses nearby. Simple time switches are readily available and lights can assist in containing general vandalism. Additional movement security lights should be installed around the church to cover vulnerable areas including the roof. Some lighting systems can be operated by passive infrared detectors which detect body heat as well as movement.

If installing lighting, be aware that it can shine into the windows of nearby houses, so try and ensure any pre-installation visit includes one during darker hours.

Protection of windows and stained glass

Vulnerable stained glass and other windows should be protected externally by wire grilles of copper, galvanised iron or stainless steel. Alternatively, clear-sheet polycarbonate could be used, eg Lexan or Makrolon.

Professional advice

The police are happy to assist in preventing thefts and vandalism with helpful advice provided by local crime reduction officers. Methodist Insurance can help too, if required, through their expert local insurance consultants and surveyors. For more information, email enquiries@micmail.com.

Finally, if theft or vandalism does occur, the police and your insurance provider should be notified immediately.

The prevention of arson in churches

Arson is the most common cause of fires in churches, and records indicate that these occurrences are on the increase.

Losses can range from a few hundred pounds for minor damage to hundreds of thousands (or even millions) of pounds for major structural damage to a building. Even relatively small fires generate large quantities of smoke, and it is often damage from smoke and the resultant cleaning costs that make up the major part of an arson claim. Whilst vandalism and theft can result in unfortunate loss or damage at a church, it is only fire that has the potential to result in the total loss of both the church building and all its contents.

It is worth remembering that unlike an accidental fire, it is the arsonist's deliberate intention to set fire to the building and to cause damage. They will be looking, therefore, at ways of maximising damage. This may include the use of accelerants such as petrol, or starting fires in more than one place.

Good security and good housekeeping practices are the two main defences against the risk of arson.

Security

Other than for services or other events, restrict the number of doors that may be used for access. Ideally only one door should be left unlocked. This door should be in a prominent position so that persons can be clearly seen entering and leaving. Doors in isolated locations which are not overlooked should be kept locked.

Any vegetation in the vicinity should be controlled to ensure this does not provide places to hide. Try and keep shrubbery below one metre in height (NOTE: Before any works are undertaken on trees, ensure that they are not covered by a tree preservation order). Encourage church members to inspect the church as part of their daily routine, perhaps while dog-walking.

Fire protection



The installation of automatic fire and/or intruder alarms will significantly reduce the risk of arson particularly if they are linked to a permanently manned monitoring station. You should consult with your insurance provider before installing an alarm system. A visit by an insurance consultants or surveyors will probably be necessary and they will need to agree on the specification. Again, Methodist Insurance offers a possible premium discount for approved alarm systems.

Good housekeeping

Do not make the arsonist's job any easier!

Matches and petrol should not be left in the church or outbuildings. Matches can easily be removed from the church and petrol should only be brought in as and when required for mowers or other garden equipment.

Rubbish and combustible material must not be allowed to accumulate. Wheelie bins should be kept well away from all buildings, preferably in a locked compartment.

Ensure all internal doors are closed and locked when the church is unoccupied. Internal doors act as firebreaks and prevent the spread of fire and even smoke from one part of a building to another. In one recent example where a church hall was set on fire, the cost of cleaning smoke damage to the adjoining church was many times that of completely rebuilding the hall, merely because the door between the hall and church had been left open.

Fire risk assessment

As the occupier of a building, you have a duty to undertake a fire risk assessment. The potential risk of arson is an important part of this assessment. Look at how a fire may be started and how this risk could be minimised by the reduction or removal of combustible materials or improving the security of the building. A record should be maintained of the measures you have put in place to reduce the risk of fire.

A simple and easy to follow form for a risk assessment can be found here: bit.ly/2fsQA0r

Protection and use of electronic equipment

Many churches use electronic equipment as part of their activities. Whilst this equipment can be extremely useful, it is vulnerable to theft.

Physical security for electronic equipment

The majority of churches use computer equipment of some type. These are generally portable and saleable – and therefore are very attractive to thieves. Church computers are commonly either kept in the church or circuit office, at the manse or at the home of another church official. Many churches use portable projectors and sound systems. These items, like computers, are most attractive to thieves.

The physical security that we would like to see would include:

- Perimeter doors should be secured by five lever mortice deadlocks which comply with BS 3621.
- Accessible opening windows should be protected by key-operated window locks.
- If possible, equipment should be sited such that it is not readily visible from the outside.
- Purchase receipts should be retained, or the model and serial numbers recorded. This will help the police and your insurance provider in the event of any theft.
- Electronic equipment should be permanently marked with an identifying name and postcode. Markings should be prominently visible and/or advertised to deter would-be thieves. Leased

or rented equipment should not be marked without the prior agreement of the company concerned.

- Lockdown plates and computer enclosure devices (preferably tested to LPS 1214 category I and II) can be used to secure computer and ancillary equipment to desks/work surfaces.
- Projectors (unless securely mounted at high level) and sound equipment should be protected by security enclosures or locked cabinets.

Laptop security

Due to their portable nature, laptops are even more vulnerable to theft than desktop PCs. The following security measures should be followed.

- Under normal circumstances, do not leave laptops unattended – even for short periods.
- If for some reason a laptop has to be left unattended, it should be secured in a purpose-built store/security cabinet, or at least out of sight in a locked room.
- Laptops should not be put down and left unattended when in a public area.
- The laptop should be etched or permanently marked with an identifying name and postcode. If the item is leased, then check first with the leasing company.
- Laptops should not be left in offices overnight unless they are locked within purpose-built laptop storage units or, as a minimum, in a locked cabinet.
- Details of the laptop (including its serial number) must be recorded in the assets register, together with the name of the person to whom it has been issued.
- Carry cases should not advertise the fact that they contain a computer.
- If travelling by car, keep the laptop in the boot and keep both boot and doors locked.
- Be aware of people around you, particularly when loading or unloading the car or in a public place. Avoid working on your laptop in a public place.
- Make sure that backups of the information on the laptop are kept in a secure, separate location and not in the carry case.

Intruder alarm protection for electronic equipment

It is strongly recommended that in addition to good physical security, an intruder alarm system is installed where computers and other electronic equipment are in use.

Backup data

It is advisable to keep backup copies of data at another location. This avoids inconvenience and loss in the case of theft or fire. To comply with the provisions of the Data Protection Act, these should also be securely protected.



The purchase and installation of safes

These notes are intended to provide guidance to churches that wish to purchase and install a freestanding safe. The services of Methodist Insurance consultants and surveyors are always available if you are insured with them and would like more specific advice.

Safe rating

Safes are given security ratings by several organisations, as well as by their manufacturers. These technical ratings are expressed, for convenience, as a maximum overnight cash holding. It is normal to allow valuables to ten times the cash rating. Thus a safe rated at £1,000 could hold £1,000 cash or £10,000 worth of valuables or a combination of cash and valuables which equates to the cash rating (eg £500 cash plus £5,000 worth of valuables, or £700 cash plus £3,000 worth of valuables).

Fixing of safes

The main security value of a safe is that it substantially increases the time that a thief has to spend in order to gain access to his target. It is therefore vitally important that a safe cannot be easily removed, which would allow the thief to work on it at his leisure.

Safes must always be fixed in accordance with the manufacturer's instructions. This usually involves setting bolts into concrete in the floor and then dropping the safe over the bolts and securing with nuts on the inside of the safe.

Location of safes

Safes are not easy items to relocate, so care should be exercised in choosing a place to site one. Some points to consider are:

- Security
 - It is better to locate a safe out of sight in a locked area such as a vestry.
- Alarm protection
 - If the safe is located in an area covered by an intruder alarm, this will provide even greater protection as it will substantially reduce the time the thief has available to work on the safe.
- Ease of use
 - Check that the safe door has room to open fully and that there is sufficient room for those who will use the safe to gain easy access. Many safes can be purchased with the doors hung either right or left.
- Floor strength
 - It is essential to check that the floor in the intended position is strong enough to bear the weight of the safe.

Purchase of safes

Safes can be purchased directly from manufacturers or from local safe suppliers or security centres. It is suggested that you obtain quotations for several safes with the appropriate cash rating. Always ensure that all quotations include supply, delivery, installation and fixing.

Safe sizing

The size of a safe has no impact upon the cash rating. Ensure that the safe is of sufficient size to hold all the valuables and other items that require protection.

Second-hand safes

Many second-hand safes are perfectly acceptable and may provide the same security as a new safe with a substantial saving in cost. It is important that second-hand safes are adequately reconditioned. Reconditioning should be carried out to the requirements of the relevant British Standard, BS 7582.

Approval of safes

It is important that you obtain your insurance provider's approval before placing any order for a safe.

Identification of safes

Safes are described by the manufacturer's name followed by a model name (eg Chubb Lichfield, Tann Consort 2 etc). Please quote this information when contacting Methodist Insurance to check on a cash rating. In addition, safes have a serial number stamped on the door or body, which can also be used for identification.

Keys and combinations

Many safes are available in either key or combination versions. There is no difference in security between the two locking methods, so choose whatever version suits you best. The advantages of a combination safe, however, are that there is no risk of the loss or unauthorised duplication of keys. As many church officers as necessary can have the combination, and if there is a change of personnel, the combination can easily be changed. The security of a safe is only as good as the security of the keys or the combination.

Under no circumstances should keys or combinations be kept on the same premises as the safe. Keep an inventory of who holds keys or combinations in a secure location away from the safe. If it is suspected that key or combination security has been compromised, the lock or combination should be changed.

Fire and data safes

Security safes are not normally intended to protect documents or computer records from fire, although they will normally provide some limited protection. If a safe is required to protect these materials, contact your insurance provider who can give further advice.

Wall and underfloor safes

In addition to the free-standing safes described above, wall safes (which usually have a low cash rating) and underfloor safes (which can have a substantial cash rating) are also available. If a church is interested in one of these types of safe, contact your insurance provider for further advice.



Installation of intruder alarms

These notes are intended to provide guidance to Managing Trustees who wish to install or update an alarm system in order to qualify for an intruder alarm discount. They provide a basis upon which to obtain comparative quotations; however a visit by your

insurer's consultant or surveyor will be required in order to approve any specification prior to installation work being carried out.

General

New remote signalling intruder alarm systems should be installed to the current versions of PD6662, DD263, BS8243 and in accordance with the National Police Chiefs' Council (NPCC) policy on police response to security systems and the requirements for security system services, which can be found on their 'Secured by Design' web pages: bit.ly/2gok1h7.

Note that where audible-only intruder alarm systems are installed, they will only generate a police response in the event of independent third party corroboration of a break-in, and the requirements of BS8243 will not apply. The system must be installed and maintained by a company on the official list of recognised firms of any UKAS accredited Inspectorate and on the local police list of compliant companies. The installers must also be approved by your insurance provider.

If you are insured with Methodist Insurance, a copy of the alarm company specification must be sent to them for approval prior to giving instructions for the alarm to be installed, or signing any contracts. The specification must include confirmation by the alarm company that sub-contractors will not be used, or they should specify the extent to which sub-contractors will be used.

Signalling

Where the alarm has remote signalling, it must be to Grade 4 by one of the following methods:

- RedCARE GSM
- Dualcom Plus
- Dualcom GPRS G4
- any other approved system of signalling.

In addition, there must be an external self-activating bell which incorporates a strobe light. The bell must be situated well out of reach of the ground and face the main road, and the housing must have no protrusions which could facilitate the attachment of chains, wires or ropes.

Bells must be protected by mechanical or electronic means against the insertion of expanding foam and configured to operate simultaneously.

The system will preferably have instant bells, but in some areas police approval will be required in order to waive any bell delay.

For audible-only systems, an internal loud tone bell/siren must also be installed.

Detection

All external doors should be fitted with concealed magnetic reed switches. Space protection should be used in all areas containing money, communion plate or other valuables. Consideration might be given to providing space protection for the whole church. Single valuable items in an area which otherwise would not be protected can, as an alternative, be protected by magnetic contacts or vibration detectors.

Any safe used for the keeping of money or valuables should be within an alarmed, protected area. The alarm must be set at all times whenever the church is unattended.

Physical security

In addition to the above requirements for the actual alarm system, certain minimum physical security precautions must be taken in order to qualify for any intruder alarm discount.

- All accessible opening windows must be fitted with key-operated window locks. This refers to those windows which can be reached without the aid of a ladder. If there is any doubt whether a particular window requires a key-operated lock, this can be clarified by one of our insurance consultants and surveyors.
- All external doors must be fitted with a five-lever mortice deadlock (complying with BS 3621) or a heavy 'church' box lock. Other forms of locking may be acceptable and can be discussed by our insurance consultant and surveyor at the time of survey.
- All keys must be removed from the building whilst it is unattended.

Visitors

Managing Trustees should be aware that persons visiting the church will need to be accompanied by a key holder in order to unset the alarm system.

Important note: It is the responsibility of the party implementing the above specification to ensure that the implementation does not contravene any statutory or local authority requirements (eg the Health and Safety at Work Act, Regulatory Reform (Fire Safety) Order etc).

Alarm discounts

The amount of any discount given by your insurance provider will depend on the extent of the system and the method of signalling. As an example, the following are in descending order from the highest to the lowest discount from Methodist Insurance:

- full building protected with remote signalling
- target area protection (eg vestry, safe, office etc) with remote signalling
- full building protection with audible signalling assuming someone is able to act upon hearing the alarm operate
- target area protection (eg vestry, safe, office etc) with audible signalling assuming someone is able to act upon hearing the alarm operate.

Discounts cannot be given until the building has been inspected by an approved insurance consultant or surveyor.



The protection of stained glass windows

These notes set out Methodist Insurance's eligibility criteria for a premium discount where churches wish to consider protecting their stained glass windows. You should check with your own insurance provider if using another company.

General

All external windows containing stained, painted or engraved glass should be externally protected by stainless steel grilles or polycarbonate sheeting; this should cover the window entirely. In the case of polycarbonate sheeting, care should be taken to allow for ventilation.

Bear in mind that polycarbonate sheeting, although long lasting and very tough, can discolour over time. Allowance should therefore be made for replacement. The sheets are also not very environmentally friendly in manufacture. High price is a major disadvantage of polycarbonate panels since it is much more expensive than glass and other plastics. You may also consider ABS (Acrylonitrile Butadiene Styrene), which is also very tough but has lower impact and heat resistance. ABS is much lower in price and can offer a good solution for churches that do not require the extreme toughness and heat resistance of polycarbonate panels. ABS is the material used to make Lego bricks.

Installation

The installation of any protection is a specialised matter and should only be entrusted to a glazier or builder well experienced in installing such protection and in working on church buildings. Any discount can only be confirmed following a visit by an insurance consultant and surveyor, who will verify that all the necessary windows have been protected to a satisfactory standard.

It is the responsibility of the party implementing the above specification to ensure that the implementation does not contravene any statutory or local authority requirements (eg the Health and Safety at Work Act, Regulatory Reform (Fire Safety) Order etc). If the building is listed or in a conservation area, contact the Conservation Officer in the first instance. The email address is conservation@methodistchurch.org.uk.

Photographs

It is important to take photographs of all stained glass windows. Although a general shot of a window is helpful, these often do not provide sufficient detail for a stained glass restorer. More detailed photographs are needed. Heads, hands, draperies, landscape and wildlife elements are the most difficult to replicate. Consider the lighting; ensure that you photograph west-facing windows in the morning and east windows in the afternoon.

Altering your property: consents and conservation

If you are looking to alter, extend or redevelop a property, you will need to create a project on the Property Consents website to apply for consent (online.methodist.org.uk).

If the property affected is a listed building or is within a conservation area, it is vital that you contact the Connexional Conservation Officer via conservation@methodistchurch.org.uk at the earliest convenience, as such buildings are subject to statutory protection. Early consultation can therefore help realise the suitability of the works whilst at the same time help you abide by the legal requirements. Work to ancillary buildings and structures within the curtilage of the listed building should also be discussed, as they may be subject to the same statutory controls.

You will of course need to make contact with your local authority at an early stage to ascertain whether planning permission is required, although if you are employing a professional adviser they should advise you on the necessary procedures.

Further details can be found here: propertyconsent.methodist.org.uk/guide/124

Further information

More details on church security and a terrorism prevention checklist can be found on the Methodist Insurance website here: bit.ly/2ft51lu

There are also very useful links on that site to articles on personal safety, theft of metal and securing unoccupied buildings.

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Property grants

Connexional Priority Fund

This is a short note to ask all applicants for Connexional Property grants to select “Fund for Property” as the funding type in the Project Funding box on the Consents system, rather than “Connexional Priority Fund”. This makes record-keeping more straightforward on the grants application, which is linked to the connexional database.

For further information, contact the Connexional Grants Team: grants@methodistchurch.org.uk

Property grants approved by the Connexional Grants Committee in November 2016

41435 - Main Street Malham: Upgrade of the chapel, stage 2 of overall scheme

37434 - Perth Methodist Church: Refurbishment for the twenty-first century

32656 - Swaffham Methodist Church: Sanctuary regeneration

40286 - The King's Cross Church: Old hall redevelopment

40461 - Hillsborough Trinity Methodist Church: Phase 3

29103 - Bingham Methodist Church: Provision of fully accessible building

39409 - Haxby and Wigginton Methodist Church: Refurbishment, including installation of solar panels

38840 - Hall Green United Community Church: 2020 VISION - Refurbishing and reconfiguration

39349 - Westgate, Baildon, Shipley: Replacement of multi-purpose building

40047 - Wesley Memorial Methodist Church: Heritage atrium

40385 - Acomb Methodist Church: Jubilee Project, master scheme

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TMCP - Redevelopments of existing sites



Redevelopments

TMCP is often contacted by Managing Trustees across the Connexion who are contemplating redevelopment of existing buildings to create facilities that are more suitable for modern day mission objectives.

When TMCP is contacted, the legal team is able to provide guidance to Managing Trustees to assist them with the legal implications of their proposals.

TMCP is aware of schemes across the Connexion where Managing Trustees fund the redevelopment of existing sites and the construction of new buildings in different ways. One example would be the sale of part of an existing site to a developer for uses including residential and commercial development. If the part of the site was sold, then Managing Trustees will be keen to ensure that the sale proceeds can be used towards the redevelopment project. Managing Trustees will need to consider where those proceeds will go following completion. Usually sale proceeds will belong to the circuit, so Managing Trustees will want to speak with the circuit at the earliest available opportunity to ask whether the sale proceeds can be ring-fenced for their project. This is ultimately a decision for the circuit who may have other missional priorities which they would want to use the finds for. In addition, the Connexional Priority Fund levy will be deducted from the sale proceeds unless the Managing Trustees obtain replacement project status. Requesting a replacement project is now done through the Property Consents Website. Guidance is available on TMCP's website (bit.ly/2fXoRBe).

When contemplating this type of proposal, one of the first steps Managing Trustees need to undertake is to obtain professional advice from a surveyor. The surveyor should provide the advice in a qualified surveyor's report (QSR). Guidance for the requirements of a QSR are available on the TMCP website at bit.ly/2gyEumc and bit.ly/2goxQMK.

In addition to the usual requirements for a QSR, the Managing Trustees will also want to ask their surveyor to advise on the development potential of the site and consider not just the current proposals but also advise the Managing Trustees on any alternative options which may be appropriate in the particular circumstances.

Once the QSR has been prepared, the Managing Trustees should forward a copy to TMCP and one of the legal officers will provide guidance to the Managing Trustees to assist them in progressing the projects.

Redevelopment projects can offer an excellent way of adapting existing buildings to further mission in the twenty-first century, but they are not for the faint-hearted! TMCP would urge Managing Trustees to get in touch early in the process and will work with them to provide guidance to ease the process and

ensure that the proposals comply with the requirement of Charity Law and Methodist Law, Policy and best practice.

Some other issues Managing Trustees may want to consider for the the smooth running of a project are:

- Logging a 'works' project on the Property Consents website for any structural or external works, works to a listed building and/or in a conservation area or works requiring planning permission or building regulation approval. Some districts have their own additional requirements. Works cannot commence until district consent is confirmed.
- If the Managing Trustees intend to enter into a works project, TMCP does not necessarily need to be involved, nor are the Managing Trustees required to obtain TMCP's approval of any documentation entered into. Contracts between Managing Trustees and their builders, surveyors, architects etc are seen as being part of the Managing Trustees' day-to-day control and management of the property. However, the Managing Trustees may choose to send a copy to TMCP and ask for guidance.
- Obtain any required planning permissions and building regulation approvals for the works. The Managing Trustees professional team or the planning authority itself should be able to assist with ensuring compliance with planning legislation.
- As charity trustees, Managing Trustees are obliged under the Charities Act 2011 to act prudently and only in the best interests of the charity. This means that Managing Trustees should obtain the advice of professionals where required. Unless the managing trustee body includes surveyors, architects, planners and solicitors among their number who are willing to advise the Managing Trustees and accept any liability for the giving of such advice, it is highly recommended that Managing Trustees obtain the advice of an independent surveyor, architect and solicitor in relation to any sizeable building works. Although the Managing Trustees may consider that obtaining professional advice is an expensive luxury, the advice should help them drive the project forward successfully and avoid the project getting into difficulties that would otherwise be time-consuming, costly and difficult to resolve. Acting on appropriate professional advice should also give Managing Trustees the confidence that they are fulfilling their obligations as charity trustees and are indeed acting in the best interests of the charity. Please ensure that any professionals instructed have appropriate indemnity insurance.
- It is expected that Managing Trustees, as charity trustees, will negotiate the terms of any contract with their contractor and professional team keenly to ensure that it is in the best interests of the charity. Managing Trustees should usually obtain at least three quotes to ensure that they are paying a reasonable price for any proposed works. The Managing Trustees' surveyor will be able to help them cost a project and recommend contractors to carry out the works. He or she will also be able to advise the Managing Trustees on the merits of various quotes and help them find a contractor with appropriate experience and reputation to carry out the proposed works. Whilst such a contractor may not be the cheapest, it is expected that the Managing Trustees will not be paying more than they should, and the surveyor's advice on the costings will be paramount.
- When the Managing Trustees have chosen a contractor, it is expected that the parties will enter into a JCT contract and any required collateral warranties. A JCT is the name often given to the standard form of building contract published by the Joint Contracts Tribunal. A JCT sets out the obligations of the contractor and the Managing Trustees as the "employer" party, and other issues such as insurance, dispute resolution and what happens if the contractor is unable to finish the job for whatever reason or the work is not to standard. Given the liability that Managing Trustees place themselves under on entering such contracts and the importance of the successful conclusion of the works to the church, it is essential that advice

is taken from the Managing Trustees' surveyor and solicitor before any such contracts are entered into.

Formal guidance on this topic is currently being drafted and will be available shortly on the TMCP website. In the interim if Managing Trustees have any queries, please contact TMCP at legal@tmcp.methodist.org.uk

Property Handbook updates

The *Property Handbook* updates are moving forward and this will include a new numbering system to make it easier to find the relevant sub-section.

The following pages of the *Property Handbook* have been recently updated:

Overview			
Name	Section	New number	Notes
Introduction	A	01/01	
The Methodist Church - Structure and Organisation for Property Matters	A	01/02	Reviewed and renumbered, but substance unchanged
The Methodist Church Act 1976 and its application to property	A	01/03	Reviewed and renumbered, but substance unchanged
Help and Guidance	A	01/04	
CPD – Property	A	01/05	Sec 9 of CPD is now NOT reproduced in handbook
Contacts and Links	A	01/06	
Updates to <i>Property Handbook</i>	A	01/07	New section
Technical Information			
Asbestos	TI	02/01	
Electrical Services	TI	02/02	Renamed: Electrical Services - General
Environmental Audits	TI	02/03	
Electrical Safety Checks	TI	02/06	Renamed: Electrical Services – Inspection and Testing



EVENTS AND DATES FOR YOUR DIARY

Mission Fit?

The Resourcing Mission Forum 2017

The Resourcing Mission Forum for 2017 will be held at Kings Park, Northampton, from 9-11 May.

This is an opportunity for district officers involved in property, including buildings and money, to get hints, tips and guidance pertinent to dealing with our properties.

Last year we were fortunate to have both the President and the Secretary of the Conference join us. This year, the programme will include the Vice-President as well. Although the contents are not yet fully confirmed, we hope we will also be discussing some good news stories, ways to engage more effectively in mission, and environmental issues. There will also be meetings featuring district property secretaries and district grants officers.

There will, as always, be the chance to speak to others who may have similar circumstances to you and to gain their thoughts and to network. Also available will be members of the Connexional Team and TMCP.

The President of the Conference, the Revd Dr Roger Walton, will deliver the keynote address (entitled 'Holiness') on the final morning, and will lead the Eucharist to close the Forum.

Registration is via Eventbrite. District Chairs and district officers will be notified as soon as the registration page is available. For those without access to the Internet, a booking form will also be available.

We do hope that all districts might be represented, and we look forward to welcoming you in May.

Listed Buildings Advisory Committee (LBAC) dates (including dates for the receipt of papers)

Please find the dates for the Listed Buildings Advisory Committee below. Please note that we have also included the date for the receipt of papers. It is important that all papers are with us by 5pm on the date shown below; otherwise the project may not be presented to the LBAC and may have to wait until the subsequent meeting to be considered.

Receipt of papers	Meeting date
3 January 2017	24 January 2017
1 April 2017	21/22 April 2017
19 June 2017	11 July 2017

This document is being sent to the following roles within the Connexion who are registered on the connexional database:

- ✓ District chairs
- ✓ Superintendent ministers
- ✓ District property secretaries
- ✓ Circuit property secretaries
- ✓ Church property secretaries
- ✓ District treasurers
- ✓ Circuit treasurers
- ✓ Church treasurers

If you are aware of other people who may not have access to the Internet, email or a computer, could you please provide them with a copy of this document.

If you know of people who would like to subscribe to the *Property Matters* email newsletter, please forward this copy and ask them to visit www.methodist.org.uk/signup

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