

How to use the new Property Register Sheets.

Falkirk Presbytery has been given permission to trial an alternative Property Register system by the General Trustees. To this end the attached sheets should replace those presently used in the Property Register from January 2005. The initial trial period is for a year and reviewed thereafter. If it is successful it may then be rolled out nationally.

The property Register sheets have been reduced down to 4 types; Property Summary Sheet, Annual Inspection sheet, Annual Repair List and Outstanding Repair List. Hopefully these are self explanatory but the following brief guidance is included for your information.

Property Summary Sheet: This replaces many of the previous sheets by providing in one place confirmation that specific things have been done and reported to the relevant court of the church. This will be checked at the annual attestation of records to speed the whole thing through. It is important that this sheet be submitted to a meeting of the relevant body prior to submission for attestation.

Annual Inspection Sheet: This is a simple sheet to record in one place the repairs identified from the annual inspection each congregation takes of its properties. These can then be kept and provide a good check on outstanding or recurring issues.

Annual Repair List: This is the main sheet for the recoding of repairs and work in the church. One sheet is used for each property so that you can keep track of work done at each location separately. They are simply recorded in date order done and totalled at the base, you can have more than one sheet per property depending on the amount of work you have been doing.

Outstanding Repair List: This is the sheet to use to record know problems and work to be done that cannot be put in hand immediately. So here can be recorded items raised from the Quinquennial Inspection, Annual Inspection and any other reports so that they are not forgotten. When they are put in hand they can simply be crossed off and they will appear on the Annual Repair List when they are done. This allows a close connection between work identified and pending and work done.

It is hoped that the revised system will be more straightforward to operate and keep up to date and checked. If you have comments or suggestions about the layout or content of the sheets please pass them on to the Property Committee who will take them into account at the next review. Please be assured that the main aim of the changes is to make life easier for everyone so that we have more time for the important things of being church than chasing the paperwork.

Annual Attestation of Records – Property Summary Sheet.



For the congregation of _____,
as approved by the relevant court of the congregation and is submitted as part of
the attestation of records.

(* Delete as appropriate)

We confirm that the property details **have / have not*** changed since the last
attestation.

Details of any changes:

We confirm that the repair record sheets **have / have not*** been submitted to the court of the church and
have been approved.

We confirm that the annual inspection of the church properties **has / has not*** been carried out, and the
court of the church **has / has not*** been advised of the outcome.

We confirm that the value of insurance cover **has / has not*** been reviewed by the court of the church
and **has / has not*** been adjusted.

We are aware that the estimated value of outstanding maintenance work to the church's properties is
approximately £ _____ (urgent work),
£ _____ (essential work),
£ _____ (desirable work).

Plans and programmes **have / have not*** been put in hand to deal with these.

This summary was completed by the court of the church at its meeting of _____ and is
to be presented with the other records at the attestation of records.

Chairman

Clerk

Annual Inspection of Properties.

For the congregation of _____,

Annual inspections were carried out as follows:

Church on _____ By _____

Halls on _____

Manse on _____

Other (specify) _____



External repairs identified: (Notes should be made in sequence, roof, rainwater goods, walls, windows, doors, signs, lights, railings, boundary walls, grounds etc). All repairs should be given a priority (Urgent, Essential, Desirable)

Church

Halls

Manse

Other (Specify)

Internal repairs identified: (room by room inspection of ceilings, walls, floors, finishings, electrics, fixture, sanitary ware). All repairs should be given a priority (**Urgent, Essential, Desirable**)

Location in Church

Location in Hall

Location in Manse

Location in Other (specify)

Report submitted to the court of the church on _____,

By _____.

Annual repair list for year 1st Jan – 31st Dec _____ for the congregation of _____

Location: _____

[One sheet for each property – Church, Hall, Manse, Other (specify).]

(Sheet number: ____)

<i>Description of repair.</i>	<i>Date done.</i>	<i>By</i>	<i>Cost</i>	<i>Source*</i>	<i>Notes</i>

Source: A - Annual Insp, Q - Quinquennial, R – Routine report.

Total cost:



List of outstanding repairs/improvements for the congregation of _____ (Sheet number: ____)

This sheet should be used to keep track of repair/improvement issues which cannot be actioned straight away. When items are completed they should be transferred to the Annual Repair List for the year they were done and scored off this sheet.

<i>Description of repair.</i>	<i>Estimated Cost</i>	<i>Location</i>	<i>Priority</i>	<i>Notes (including reason for delay)</i>

