

Recently the Synod has purchased three houses for personnel engaged in work throughout the Synod. A number of questions have arisen about general oversight of the property for instance:

- how are repairs dealt with?
- who deals with the day to day maintenance?
- house insurance cover;
- personal contents cover;
- service agreements for burglar alarms and similar;
- who is responsible for day to day oversight of the property?

The present policy is as follows:

- building insurance is arranged by the Finance Officer of the Synod as soon as the purchase is complete;
- contents insurance is the responsibility of the occupant;
- day to day running costs for maintenance, including service contracts, are the responsibility of the Synod on the advice of the Management Committee or equivalent body. Overall it remains the responsibility of the occupant, as with any manse, to draw attention to problems that arise.

For most major work, three estimates are required from reputable contractors which must be submitted to the Convener of the Synod Resources for a decision. It has been agreed minor works can be dealt with, without recourse to the Synod Resources Committee. To enable this to happen, a working float of £1000.00 will be allocated to the person appointed to look after the property. Records must be kept to account for all expenditure, and applications should be made in writing for 'top up monies' to maintain the limit at £1000.00.

The property will be inspected once every twelve months on behalf of the Synod Resources Committee. It is anticipated that any house which is unoccupied and retained by the Synod, should be decorated internally and externally. It has been agreed that someone from the district or area in which the house is situated, should be appointed to have regular oversight of the property and liaise with the Convener of the Synod Resources Committee, as agreed in each case. It is accepted the appointed person may have oversight for more than one property.

In relation to a Synod House used for an Ecumenical project, the following will apply:

- the property to be valued by the Synod surveyor;
- the rent to be agreed between the Synod Treasurer and the project;
- the Synod to be responsible for the building insurance, major structural works buildings, heating systems and external decoration;
- the project to be responsible for Council Tax, water rates, services' contracts, (e.g. gas) alarm maintenance and internal decoration of the property;
- the project will also be responsible for the day to day running repairs e.g. fences and alarms etc;
- the occupant would be responsible for house contents insurance.