

Notes

*When the word **approval** is used below it means Synod Approval with the request sent via the District Council. Should the Synod Resources Committee give approval, they will notify the Trustees.*

A separate information sheet is available in respect of Listed Buildings and Churches in Conservation Areas.

District Secretaries and Church Officials should refer to the Manual of the URC regarding the exact function and responsibilities of Elders, Church Meetings, District Councils and Synod. For the responsibilities of the Trustees, see Schedule 2 (i) and (ii) which are also printed in the Manual.

Lettings – Approval is required for:

- (i) non-church organisations which use part of the premises in such a way that the church cannot use it;
- (ii) all Manse lettings – there is a need to check that the insurance cover is adequate.

Please note – it is the responsibility of the Trustees to sign all agreements relating to the above.

Major Works

District Council approval is required. The advice of the relevant District Official (usually the Area Secretary) should be sought for any works, especially those shown below, that will 'substantially alter the character, appearance or value of the building':

- all work requiring statutory planning permission;
- an extension however small;
- the cost of the alterations/building is greater than the annual income of the church;
- any work the cost of which exceeds £8,000.

All applications must include:

- plans;
-
- three complete estimates;
- a history of the application, including a church meeting resolution;
- an explanation of the costs from start to completion, showing how the whole project is to be funded.

Minor Works – May not need approval. However, the advice of the relevant District Official (usually the Area Secretary) should be sought to ensure approval is not required and the works are minor.

Loan funds are usually available from the Synod at any time of the year for building and renewal work, it may be a grant could be considered. However, funds available for grants are likely to be limited and in some years there may be no funds at all. Please see section E 6 for the process to be followed.

Before an application can be considered, a church must use its own resources, except for reserves for normal running expenses and a contingency reserve. A church must also be meeting its commitment to the Ministry and Mission Fund.

F MANAGEMENT ISSUES

1 Buildings-Lettings-Repairing-Developing & Funding (SYN)

The United Reformed Church (North Western Province) Trust Limited **must be** the trustees of the building(s)