

PROPERTY MATTERS

ISSUE 10 – March 2015



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PROPERTY MATTERS

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INTRODUCTION

Greetings from Methodist Church House! Welcome to this – my first edition of *Property Matters*, which is full of information to help you deal with our estate. If you need help, please feel free to contact me by whatever means is most appropriate, although a note tied to a brick may not be welcomed!

I recently went to a meeting in Manchester regarding “releasing property for God’s mission”, and was inspired by the work undertaken by the group looking at how we might develop innovative uses of our estate to meet present-day missional and socially responsible needs. I hope to have more details for you in the next issue, but you may want to look out for a paper to the Methodist Council’s April meeting on the website shortly. One of the Health and Safety Executive’s big pushes this year is on asbestos, especially in schools (for those of you who are involved in school governance) and public spaces. You will find more on that in this edition.

I have already met many colleagues who are doing great work, often in their own time and sometimes we forget to say thank you. These two little words are, I believe, the most important things that can be said so, to all of you who are working away sometimes unrecognised, I would like to say a heartfelt “thank you”.

Lastly, I have been asked about the Property Handbook. There is significant work ongoing to get this out. It has not been forgotten. Though keen for a speedy publication, I want to ensure that it offers good, practical advice to help you deal with all aspects of property and its upkeep.

Richard Farmery, Facilities and Property Coordinator

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Front page photographs: Methodist Heritage

CONNEXIONAL TEAM UPDATE

A NEW STARTER: Richard Farmery

As you may know, Julie Robinson-Judd has left the Connexional Support Services Cluster to move to work in Ely, close to her home. Her role as Connexional Property Coordinator has been offered to me and I have been delighted to accept. The role is now Facilities and Property Coordinator.



However, here is an introduction and a little of my background:

I was a police officer in London for just over 30 years from 1974 to 2006. I was based mainly in North and West London and had a spell as a management and leadership trainer, then head of training design for management and leadership and finally as head of external liaison, dealing with visits, visitors, VIPs and foreign programmes.

Post retirement, I applied to an external advertisement, again within the Metropolitan Police, for a senior facilities manager to look after cleaning, security, grounds maintenance, reception, post and porters, reproduction and other support services, first for one estate of 68 acres (the Peel Centre, Hendon), then for 25% of London police properties and finally for all their properties. After that I became involved in the 'hard services' and looked after building fabric maintenance, building services and light heat and power for North West London police buildings from Islington and Haringey round to Hounslow and Heathrow. This included not only police stations, but other operational and support buildings, museums, residential and marine and airfield properties. I was also the advisor for listed and conservation area buildings.

In 2013 I took a voluntary exit package and started my own company advising large enterprises on contracts, contract procurement or bids and contract improvement from a client perspective. I worked for Balfour Beatty for six months and then a French multi-national, GDF-Suez, for a year.

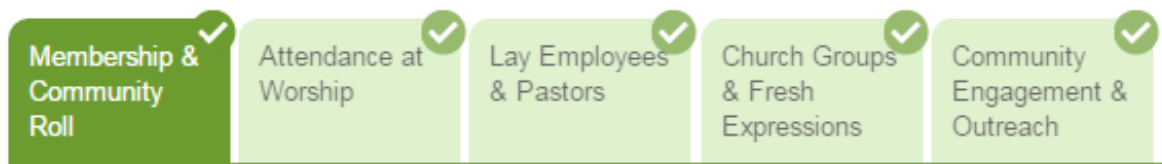
In late December 2014 I was asked by a recruitment consultant to look at the post I now hold with the Connexional Team and, after interview, was selected. I started on 5 January 2015.

Outside work, I live in Northwood, Middlesex with my wife and small terrier. We have one child, a daughter who lives in Glastonbury. My mother is a Methodist in Reading, where she attends the church in Caversham. I do a number of voluntary activities; I am a governor (Health and Safety) at Watford Grammar School for Girls (appointed by the University of Oxford); I am still a volunteer for the Met Police dealing with the families of officers who have died on duty and their memorial services. I also volunteer as part of a team who help Armed Service leavers integrating into civilian life.

I am getting to grips with the new challenges of this post and will do my best to give help and advice, but please be gentle with me at the beginning! In the meantime, a belated Happy New Year, and I look forward to speaking with you, either in person, via the email system, at the Resourcing Mission Forum in April or at one of the JPSG roadshows between May and July.

STATISTICS FOR MISSION: 2014 data collection

The 2014 data collection has now finished, and the Statistics Team would like to say “thank you” to all those involved in once again generating a very high response rate. It has been encouraging seeing an increasing number of people not simply entering the required figures but actively engaging with the kind of information collected and its use for the wider Connexion.



In the coming months, as the data is analyzed, the Statistics Team will contact each district with follow-up questions regarding the data submitted before the final reports become publicly available.

In the meantime, if you have any questions, or would like to share your ideas and suggestions, please contact statisticsformission@methodistchurch.org.uk.

FUNDRAISING: Spring is in the air – donate to the Fund for Property

Are you looking for some more funding to help deliver your vision for a church building that is more welcoming and enables a greater engagement in mission?

Just as we were winding down for Christmas, the Fundraising team were absolutely thrilled to receive a cheque for £1,010 from a circuit for the Fund for Property. Thank you very much for your generous giving and other regular gifts we receive to this fund throughout the year from individuals and churches across the Connexion.

These donations, large or small, support the ongoing work of the Fund for Property, which helps churches to provide new or improved spaces for meeting God and encountering peace. As a result of generous giving to the Fund, churches like Kilsyth Methodist Church have been able to commence building a new multi-purpose community centred church, and Louth Methodist Community Centre have been able to upgrade and modernise their communal hall.

Across the Connexion, many churches are dreaming of exciting and innovative property developments that will support them in mission. If you have just started thinking about how to go about obtaining funding for your project, we have updated the fundraising content on the Property Consents website. This is now more accessible for local churches.

Please see *How to Fund Your Project* (propertyconsent.methodist.org.uk/guide/13) for more information if you are:

- reviewing whether an idea is good enough for a project
- looking for funding from Methodist Church sources
- considering applying for external (non Methodist) funding
- needing assistance filling out a funding application form
- in need of new fundraising ideas
- experienced in fundraising but are looking for specific advice.

We have included basic information, ranging from how to run successful local fundraising activities to the best way to fill in the application forms required by large donors. The updated site provides simple steps to online fundraising, budgeting and event planning. It covers local,

government and trust fundraising. When using the site you can go directly to the chapter you are interested in. The site also includes downloadable templates such as for basic budgets. A downloadable table of donors allows you to search for donors according to specific types of work, for example youth work.

Please continue to support the work of this fund by making a donation as a church or individual. You can donate by sending a cheque payable to “Methodist Church Fund for Property” to:
The Fundraising Manager
Methodist Church House
25 Marylebone Road
London NW1 5JR

The Fundraising Officer (Connexional Team) provides fundraising advice and guidance through various options available to churches. Please contact our Fundraising team when you have completed your project proposal at fundraising@methodistchurch.org.uk for their advice and assistance. However, we strongly encourage you to visit our consents website via online.methodist.org.uk before you do so as you may find many answers to your questions there. Thank you for your ongoing support to our much needed building missions work across the connexion.

CONNEXIONAL PROPERTY GRANTS:

Towards a paperless application process – update

The development of the Consents website to include all relevant information and additional documents for connexional grant funding is progressing well. To make the whole process more user-friendly, various fields on the Consents site are being reworked and additional guidance and notes will be provided. Certain sections will require completion for all property projects, with fields specific to connexional grant applications clearly marked. We are also working on an upload function for any supporting documents. Initially, it will be the grants officers who add any additional material provided, therefore we ask for those documents to be emailed so as to speed up this process.

It is hoped that essential updates on the consents site will be done during this summer. To enable this, there will be a short period when the consents site will be off-line and it won't be possible to submit grant applications. Advance warning will be given. We will also be doing data cleanse of out-of-date proposed projects. If you have any pending/proposed projects or applications, please make us aware of them so that we can work with you to ensure successful migration to the new system.

The proposed new-look consents site with the revised criteria and processes will be presented at the Resourcing Mission Forum (14-16 April, King's Park, Northampton) and Connexional Team colleagues involved in this will be available to answer any questions and give advice.

At present we are having a few technical issues in the automation of notification of grant applications. If you have an application for submission, please notify the Grants team on grants@methodistchurch.org.uk to avoid any delays. The connexional grants officers are happy to give advice and guidance on property applications via the above email.

External funding for your church's projects

Finding Faith Funding

Churches can apply for funding for faith projects from certain independent trusts, local bodies, central or regional government, or even through European sources.

Each body requires a separate application, process and timescale. Some will fund capital projects whereas others will support your community sports or recreational projects to expand your reach into your local community. All funders will expect your church to produce a project plan which explains clearly what you will do, how it will be achieved, what difference it will make, what resources you already have in place and more.

Useful sources for faith funding:

- a) Sign up to information bulletins sent out by your local umbrella infrastructure body. These bodies support local community groups with development, fundraising and governance. Find your nearest body: data.navca.org.uk/members/directory.
- b) Sign up to the following websites which let you run a search for funds based on your postcode, needs and budget. This list covers government, lottery, trusts and others.
 - a. Funding Central (www.fundingcentral.org.uk) run by NCVO, it covers 4,000 grants, contracts and loans nationwide. Register for free to run a full search.
 - b. DSC Trust Funding (www.trustfunding.org.uk/default.aspx) is run by the Directory of Social Change (who run similar schemes for government and company funding) which offers 4,500 trusts to explore. The book costs money, so ask your local library if they stock the most recent edition.
 - c. Grant Net (www.grantnet.com) is a straightforward, free tool from Grantfinder which helps community groups to find funds based on postcodes. You receive a list of potential funders which you will need to narrow down.
 - d. Grants Online (www.grantsonline.org.uk) is a funding database that charges but if you can access a free online trial for a month. Similar to Grantfinder.
 - e. Big Lottery Fund (www.biglotteryfund.org.uk) allows churches to apply e.g. Awards for All, larger capital or revenue projects or heritage lottery support for listed buildings (Grade I or II*). Use the lottery search tool to find potential support but please remember that conditions attached to such lottery grants must be very carefully considered by each church.

It is worth asking yourself these questions before you start looking for funding. If you can answer these positively, you are in a good position to start raising funds:

1. Do you have access to a committed pool of people with relevant skills who can help you develop and deliver your proposal?
2. Is your project idea based on sound research, community consultation and a budget?
3. Have you got much time and energy to get the application completed?

This article highlighted useful sources for such funding possibilities which you can sign up to. If you prefer an 'instant' approach, the Connexional Team has developed a 26-page funding list which includes capital and revenue opportunities for local churches: *Methodist Church Funding Possibilities March 2015* on www.methodist.org.uk/ministers-and-office-holders/property/projects-and-funding.

RESOURCING MISSION FORUM 2015: *Transforming for Mission?*

Following the 2014 RMF, we have received a good number of feedback forms which provided valuable insights and helped us to plan for this year's forum. Those who returned their forms had found the event worthwhile and most were happy with the current two-day format. The opportunity for networking was especially valued, and in view of that we have made sure that this year, there is enough space at meal times for conversations and catch-ups in between sessions. Further changes include:

- A list of Connexional Team and TMCP staff attending the meeting will be provided in advance, including an explanation of internal roles and structures.
- For the first time this year, we are offering discounts to districts who are sending more than one representative (more details on the registration form).
- Delegate packs, including handouts for presentations, will be provided on arrival.
- No surgeries will be held as this format was not ideal for everyone.
- We will continue aiming at having a good balance between property, finance and mission work.
- Presentations and other material will be available to download from the dedicated webpage www.methodist.org.uk/ministers-and-office-holders/property/resourcing-mission-forum after the meeting.

Information on the above webpage also includes a brief summary of the topics and a biography of each speaker to make it easier for districts to choose their representatives.

The 2015 Resourcing Mission Forum is held from Tuesday 14 April (arrivals from 5pm) to Thursday 16 April (departures after lunch at 1pm) at King's Park Conference Centre, Northampton. Places are limited and registration will close approximately three weeks before the event. For more information please contact the Mission Resources Administrator on thimv@methodistchurch.org.uk.

JPSG ROADSHOWS: *People, Places, Possibilities...*



The Joint Property Strategy Group (JPSG) will host seven roadshows will take place in spring/summer 2015 and are aimed at local church officers, circuit/district property officers and those with an interest in mission within their communities. The roadshows are designed to encourage participants in the creative use of church buildings, motivate those already engaged or willing to engage in this work, show models for change and also to enable a wider discussion in terms of mission within the community.

The venues chosen for these events are church buildings that have been renovated and/or designed with mission in mind. It is hoped this will provide maximum impact not only in respect of the presentations and discussion on all that can be achieved but provide a visual example also. This is a particularly exciting prospect which we are looking forward to delivering.

Please encourage as many people as you can to visit the road show registration page for more information on the JPSG, road show dates and the venues: www.jpsgroadshows.eventbrite.co.uk. The spaces are limited so please do register as soon as you can.

For further information, including a paper registration form, contact Kim Medford-Vassell, Executive Support Officer (Property): medford-vassellk@methodistchurch.org.uk

LEGAL MATTERS: Unauthorised use of images

Anyone using an image that is not their own should ensure that they have the appropriate copyright authorisation to use the image, whether it be in a church newsletter or on a website. Every so often a local church will receive a letter from a company alleging that an image has been used without permission and that a settlement payment needs to be made.

Should such a letter be received it should not be ignored but nor should you immediately pay the sum requested. The first step should be to check whether copyright permission has been obtained for the use of the image and, if so, provide the relevant documentation to the company requesting payment. If no documentation can be found it is best to write back and ask the following questions before making any decision about payment:-

- 1) What is the image to which the company refers?
- 2) Who is the artist of the image?
- 3) What is the contractual relationship between the company and the artist?
- 4) Upon what basis is the company authorised to make a request for a settlement payment?

If the company are able to provide the above information and it appears there is a genuine claim, then it is advisable to speak with a solicitor to ensure that paying the settlement figure will prevent any future claims for breach of copyright in respect of the same image.

Louise Wilkins, Conference Officer for Legal and Constitutional Practice
wilkinsl@methodistchurch.org.uk

CONSERVATION & HERITAGE

Methodist Heritage site: Epworth Old Rectory

In the first of a series of articles to update you on developments at the key Methodist Heritage sites, the Manager, Gillian Crawley, outlines the latest phases of change at Epworth Old Rectory, the childhood home of John and Charles Wesley. Today, their Queen Anne house is Grade I listed, and an accredited museum.



Following the immense success of the *Putting the Hearth back into the Home* project at Epworth Old Rectory (completed in 2014), plans are very much afoot to continue refurbishing the Rectory back to how it may have looked and functioned when the Wesleys were in residence. Removing the 1950s fireplaces to reveal the pre-1709 house's hearth and chimney were not only a revelation about the building's construction, but also opened doors to better museum interpretation of how the family and their servants lived and co-existed here over 300 years ago.

Our latest interpretation plans are very much alive thanks to a Connexional 'Heritage and Mission' grant. One of the country's foremost historical furniture makers (Phelps Fine Furniture Restoration) has been commissioned to build historically correct, period, replica furniture for Susanna's Kitchen, the Entrance Hall and the first floor Rector's study. Sadly, none of the original house's furniture has survived into the modern day as it was sold after Samuel's death in 1735 to ameliorate his creditors.



Above: Epworth kitchenalia

The first pieces have already started to arrive and once all are in-situ, our visitors will be able to better understand how the house functioned and to better comprehend the family's dichotomy between the property's grand exterior and the interior's basic functional furniture. John Wesley's father, Samuel, got himself into huge debt building the Rectory and consequently did not have enough money to furnish the house to match its external grandeur. Next on the agenda will be to source and purchase replica 'kitchenalia' objects that, in my vision, will be used and handled as 'hands-on' living history.

This winter we have been a little between plans. After a meeting with a WREN (landfill grants) assessor to discuss the viability of inserting a lift shaft through the historic fabric, it was put to the Rectory Trustees that WREN would also consider a grant application to refit our dilapidated outdoor lavatories. The overarching development plan has a vision of there being a new visitor hub centred on an existing nineteenth-century coach house. The challenge given to the architect

was to come up with a design for new toilets now, with the addendum that this new restroom can be incorporated into a larger scheme without the necessity to resite and remodel when finances allow. The design (to be submitted in early March) will see new loos relocated into what is the current museum shop, and the reception/shop being reassigned into an attached lean-to building (which was formerly a cart-shed).



Left: Stuart Gunson and Ron Ansley restoring the Rectory's wrought iron gates

To make this possible, large, glazed units will be fitted between the brick pillars supporting the lean-to. The beauty of this design is that it will greatly improve the visitor offer, welcome and flow around the site, as both guest and greeter will be able to see each other from the outset. The Rectory's ongoing internal renovations rather show up how shabby some of the ancillary buildings have become and this winter our maintenance volunteers have been working tirelessly to smarten them up. A real bonus has been the repainting of all the Rectory's external woodwork by a professional company and alongside this our volunteers have scraped, primed and repainted all the wrought iron garden gates, and have cleared the car park and adjacent herb garden of overgrown hedging, and have painted windows and rainwater goods to the ancillary buildings. Our gardener has been busy too, supervising the removal and replacement of the rotten revetting boards in the Physick Garden. Our efforts have not gone unnoticed and have met with the approval of our Epworth neighbours.

As property show TV presenter Kirstie Allsopp would say, "Kerb appeal is everything". This is important as it shouts loud and clear to our visitors that we care about Epworth Old Rectory and the story the house is here to tell of Samuel and Susanna and their remarkable family.

Mission-shaped heritage: The Methodist Heritage Conference 2015

The Methodist Heritage Committee is committed to enabling Methodism to use its heritage for mission, and in 2015 is again organising a residential conference for the Methodist networks of heritage property managers and volunteers, archivists and historians, but also for anyone else from across the academic disciplines, denominations and indeed other faiths, interested in the potential inter-relationship between faith heritage and contemporary mission. The conference is being organised in conjunction with the Methodist Church's Discipleship & Ministries Learning Network.

Keynote speakers announced so far include the Right Reverend Colin Fletcher, Bishop of Dorchester, and Professor Terry Stevens, tourism and marketing consultant. Dr Stephen Skuce, Director of Scholarship, Research & Innovation in the Learning Network, is overseeing a call for academic papers for *Heritage for Mission*, a major one-day interdisciplinary research conference within the wider three-day conference. With opportunities for site visits, worship and practical workshops too, this conference promises to be an engaging and packed programme for anyone interested in the theory and practice of preserving and extending the missional use of our Church's heritage.

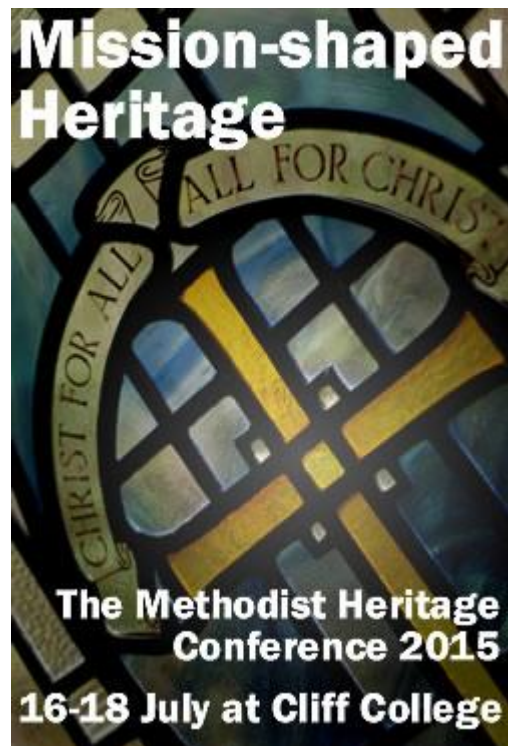
The all-inclusive residential rate is £175 per person for a single en-suite room (day rates available).

To submit a paper on 'Heritage for Mission' see:

www.methodistheritage.org.uk/conference.htm

Alternatively, for programme and booking details, contact:

Diane Foster, Heritage Administrator: 020 7467 5117 or fosterd@methodistchurch.org.uk



HEALTH & SAFETY: ASBESTOS

Although everyone has heard about the dangers of asbestos, indeed some reading this may have personal experience of the tragic consequences of those who have been affected by asbestos, some of the history, dangers and legal requirements are not so well know.

I hope that this article will better inform you, and this is particularly pertinent as asbestos is both a Health and Safety Executive (HSE) and governmental priority at the moment, indeed, for anyone who is concerned with the governance in school, OFSTED are being asked to examine asbestos registers as part of their general inspections.

History

Asbestos is, perhaps surprisingly, not a new material; archaeologists have uncovered asbestos fibres in debris dating back to the Stone Age, some 750,000 years ago. It is believed that as early as 4000 BC, asbestos' long hair-like fibres were used for wicks in lamps and candles. Embalmed bodies of Egyptian pharaohs were wrapped in asbestos cloth to protect the bodies from deterioration. In Europe clay pots dating back to 2500 BC contained asbestos fibres, which are believed to strengthen the pots and make them resistant to fire.



However, it wasn't until the late 1800s, at the start of the Industrial Revolution, that asbestos mining sustained strong and steady growth.

Left: mummified remains in asbestos wrappings

Its resistance to chemicals, water and electricity made it an excellent insulator for the steam engines, turbines, boilers, ovens and electrical generators that powered the New Age. Asbestos began to be widely used for many applications in roofs, walls and floors of buildings. Did you know, for instance, that those black 'plastic' seats and cisterns on toilets are frequently made of asbestos?

Large amounts of asbestos were used in new and refurbished buildings before 2000. Usage began to decline in the 1970s and blue asbestos (crocidolite) had a voluntary ban in 1970. Blue and brown (amosite) asbestos were banned by law in 1985. Uses of white asbestos (chrysotile) were banned in 1999. Everything else and most second-hand supply (except for very high performance materials) were banned by 2000. However, due to the elderly nature of many of our buildings, a large number of premises and older plants and equipment still contain some form of asbestos. Much of the asbestos will be hidden in the fabric of the building and so not be immediately obvious; it is also unlikely to be recorded in the building plans. Workers most likely to come into contact with asbestos-containing products are those in construction, maintenance, refurbishment and related trades.

Dangers



When asbestos containing materials (ACMs) are damaged or disturbed they can release dangerous fibres which, if breathed in, can cause serious diseases. Around 4500 people in Great Britain die every year from asbestos related diseases, making asbestos the single greatest cause of work related deaths.

Left: damaged asbestos material

Legal requirements

It is a legal requirement (Control of Asbestos Regulations 2006) that Managing Trustees have a 'duty to manage' any risk from asbestos in church buildings and other non-domestic premises.

The first stage is to prepare a risk assessment to determine whether asbestos is present in your buildings. If it is, there are only two options: either the asbestos must be removed, or if it is considered to be of low risk, it can be sealed and left in position, together with warning notices. There has been some misunderstanding about the requirement for the initial survey and subsequent inspections of asbestos. The **initial** survey should be undertaken by a **specialist** who will prepare a formal report which should be kept in the church log book. It is then the Church Council as **Managing Trustees** who have the responsibility as 'duty holders' under the Control of Asbestos Regulations 2006 to 'manage' the **ongoing risk**, and subsequent inspections. In the case of Methodist churches, the duty holder is the Church Council as Managing Trustees, having clear responsibility for the maintenance or repair of the premises.

Here are some basic principles to remember:

- Asbestos is only dangerous when disturbed. If it is safely managed and contained, it doesn't present a health hazard.
- Don't remove asbestos unnecessarily; removing it can be more dangerous than leaving it in place and managing it.
- Not all asbestos materials present the same risk. The measures that need to be taken for controlling the risks from materials such as pipe insulation are different from those needed in relation to asbestos cement.
- Don't assume you need to bring in a specialist in every case, but ask yourself: are you competent to be able to identify the various types of asbestos that might be present and know what level of hazard is associated with each type?
- If you are unsure about whether certain materials contain asbestos, you should presume they do and treat them as such.
- Remember that the duty to manage is all about putting in place the practical steps necessary to protect maintenance workers and others from the risk of exposure to asbestos fibres. It is **not** about removing all asbestos.

If any ACMs need to be sealed, encapsulated or removed, remember you will need to employ a licensed contractor if the materials are high risk (eg pipe insulation and asbestos insulating panels). If the materials are lower risk (eg asbestos cement) then an unlicensed but competent contractor may carry out this work.

We realise that these regulations may be imposing a considerable additional burden on local churches, but the government now believes that asbestos poses such a danger to health that it considers a risk assessment to be essential.

Manses

Under the **Control of Asbestos Regulations 2012** we do not have a duty to manage asbestos risks in private houses, manses, individual flats, private rooms above churches, rooms let to lodgers or domestic garages let to a specific tenant.

However, the situation is not quite that simple for two reasons: the responsibility for common areas and the existence of other relevant health and safety legislation.

The duty to manage asbestos applies to the common areas of purpose-built flats and houses converted into flats, such as foyers, corridors, staircases, roof spaces, gardens, lifts and lift-shafts. Similarly, it applies to the stairs and access areas of flats above or attached to churches and other similar premises. It would also apply to an area used for temporary accommodation of visitors, such as a Christmas centre for rough sleepers (but not to private visitors of the occupier) and to any 'houses in multiple occupancies', that is any properties which are let or tenanted to two or more people who do not form a single family unit.

We can be responsible for the repair of premises or equipment in these areas, and will be regarded as the duty holder.

One thing all residential landlords need to be aware of is the **Defective Premises Act 1972**, which requires reasonable care to ensure that tenants and visitors are safe from personal injury and illness caused by the condition of the premises.

Although asbestos is not specifically mentioned it is covered by the Act, which applies to all domestic properties, including those even where there is no specific duty to manage under the Control of Asbestos Regulations.

The **Landlord and Tenant Act 1985** requires all rented property to be fit for human habitation at the beginning of the tenancy and further requires the landlord to maintain that basic standard. Any property that features asbestos containing materials that are in an unsafe condition may not comply with the Act. Under this act, section 8 'property' includes 'a part of a house, and any yard, garden, outhouses and appurtenances belonging to the house or usually enjoyed with it'

Further, when we employ staff (including volunteers) to look after the properties, we also need to ensure compliance with the **Health and Safety at Work Act 1974**. This includes a general obligation for employers to conduct their activities in such a way that workers are not exposed to health and safety risks, such as asbestos.

While trying to identify which pieces of legislation apply to any particular rented property may be a little confusing, ensuring compliance with all the regulations is more straightforward.

Conclusion

If we ensure expert advice and follow best practice for asbestos management we ensure a safe environment for visitors, worshipers, tenants and workers, as well as making certain we minimise any legal problems.

Further reading from the HSE can be found here: www.hse.gov.uk/asbestos.

METHODIST INSURANCE

Being a trustee – your role and responsibilities

Charity trustees are the people who are ultimately responsible for the charity. They can be custodians, governors, or members of the management committee or the leadership team.

As a trustee within the Methodist Church, you make a real difference to your local church or circuit, being responsible for making sure the church or circuit is run properly and uses its charitable funds and assets wisely. You ensure that the charity doesn't do anything to put its

property, funds, assets or reputation at risk, and takes care when investing or borrowing money. And ultimately, for making sure it delivers on its charitable objectives. All sounds straightforward, but what if the trustees don't meet some or all of those duties and responsibilities?

Responsibilities of a trustee

It could be anything from a breach of authority on the trustees' part; or an omission by an individual trustee; even neglect; or maybe a misleading – perhaps libellous or slanderous – statement issued by the Board of Trustees. It could even be about one of your employees or volunteers because as a trustee you are responsible for what they do – or don't do. And what if someone believes they've suffered a loss of some kind or another - whether financial or otherwise - and decides to sue?



Ask yourself, “What do I know about the charity to which I am to serve?” For example, what is the financial position? Is the charity solvent? Are there liabilities I should know about? Have I received a copy of the latest audited or independently examined accounts and a current budget?

Trustee indemnity

Although not a legal requirement, trustee indemnity insurance is often considered essential by charities when seeking to recruit high calibre trustees. A claim could arise as a result of improper investment of the church's funds. For example, if a trustee unintentionally invests funds in an organisation that subsequently goes into liquidation, and as a result all of the church's investment was lost. Trustee indemnity cover can provide cover for liability claims arising from a wrongful act by a trustee – including the cost of defending such claims, which can be significant. It brings peace of mind for the church and its trustees that if a trustee makes an honest mistake trustee insurance is there to protect them. Trustee Indemnity cover is automatically included in Methodist Insurance Church Shield policies for a limit of £100,000. Higher limits are available upon request for an additional premium.

Methodist Insurance have created a short guide which outlines the key areas of responsibility, practices of good governance and sources of further support and advice.

You can download a copy from our website: www.methodistinsurance.co.uk/trustee.



GOOD NEWS FROM AROUND THE CONNEXION

2BUY2: Managing energy costs to release resources for mission

Seeking a better energy deal?

2buy2 is a Christian buying group set up to support the Church in managing costs in order to release resource for mission and ministry. Across 7,000+ churches (from a variety of denominations) that currently use 2buy2 they seek to do the following:



To serve you by reducing the amount of time and money that it takes to run the basic services in your churches, to free up resource for mission activity, to see the Church flourish as a result of that mission and to make Jesus known.

The service provided has changed and improved significantly over the last 12 months. They have ceased their relationship with Solis Consulting for brokerage and brought it in house. They did this because, along with their biggest national relationships, us and the Church of England, they recognised the value of not only understanding the energy market but also of understanding the customers. Solis were often very good at getting prices, but they didn't always understand our specific needs.

2buy2 remain keen to support Methodist churches in delivering savings and reducing the amount of time it takes to manage our energy. They currently have approximately 350 Methodist church meters with more joining every week.

The Energy Deal

2buy2 are running a group buying energy deal, or 'basket', specifically for Methodist buildings, which will run through to 30 March 2016. Anyone with electricity or gas contracts that are due for renewal before this date will be able to join. The basket will be provided by a 'Big 6' supplier and you will benefit from dedicated account management at 2buy2 to support you joining the group deal and to answer any ongoing questions.

The benefits of the scheme are:

- reduced cost to your energy
- energy managed by an organisation that understands the issues churches face
- one point of contact for customer service issues with 2buy2
- an opportunity to simplify your contracts by bringing them all to one end date
- reduced administration means reduced administration time.

They want to hear from you and support you in your buying so that you can release resources for your mission and ministry.

For more information about 2buy2 call **03333 201 015**, email enquiries@2buy2.com or visit www.2buy2.com.

Exploring creative ways to use church buildings

Methodist churches within the Lincolnshire District are being encouraged to consider ways of exploring the creative use of their buildings as part of the district's policy *Towards 2020 Vision*. This could be done by transforming the built-form of that presence to become a more fitting hub for the delivery of a range of services and activities to serve the local community as well as maintaining a physical church presence.

The district has set up a scheme whereby churches can receive a consultancy with John Mather of Lincolnshire Community Land Trust to explore the possibility of schemes being promoted whereby a church society may be enabled, through arrangements with a housing association, to redevelop its site in a way which would provide new church and local community facilities whilst simultaneously delivering affordable housing. The assessment of the suitability of the church building for development will be carried in such a way as to ensure the wishes of local congregations and trustees are central to shaping local outcomes on the ground, particularly with respect to arrangements for ongoing worship and mission.

Such schemes could not only reduce substantially the financial pressure of maintaining a building but might also enable the church to retain a long term interest in the site as well as a physical and spiritual presence.

Revd Cecil Mundy, Lincolnshire District Property Secretary

DATES FOR THE DIARY

Deadlines for receipt of papers for Listed Buildings Advisory Committee meetings:

Receipt of papers	Meeting date
1 April 2015	21 April 2015
16 June 2015	7 July 2015
22 September 2015	13 October 2015
5 January 2016	26 January 2016
5 April 2016	26 April 2016



Events and conferences:

14-16 April 2015	Resourcing Mission Forum , Kings Park Conference Centre, Northampton
16-18 July 2015	Methodist Heritage Conference , Cliff College

JPSG Roadshows:

Date	Location	Church
16 May 2015	Edinburgh	Duke Street URC
23 May 2015	Newcastle	Brunswick MC
6 June 2015	Birmingham	Carrs Lane URC/MC
20 June 2015	Cambridge	Michaelhouse CofE
4 July 2015	Manchester	Hale MC
18 July 2015	Plymouth	The Church of St Peter's RC
25 July 2015	Surrey	Woking URC

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Anyone is welcome to receive a copy of *Property Matters*. To subscribe and to access previous editions, please go to www.methodist.org.uk/ministers-and-office-holders/property/forms-schedules-and-publications/property-matters. The newsletter is free to download and available in both a colour version to read online and as a printable black and white version.

Please encourage the wider circulation and ensure that new church officers are made aware of it.

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 Property Matters email newsletter, please forward this copy and ask them to visit www.methodist.org.uk/signup

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