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SECTION 1

Introduction

For the Completion of the Manse Condition Schedule

The Manse Condition Schedule is to be considered as the principal record of the condition and record of maintenance on manses. The General Assembly passed legislation in 2007 as part of a joint report by the General Trustees and the Ministries Council supported by Regulation 105, introducing the Manse Condition Schedule.

The Manse Condition Schedule must be completed on an annual basis and presented to Presbytery as part of the Annual Inspection of Records.

The creation of a Manse Condition Schedule, together with an updated version of Guidelines for Manses (Appendix 1) and a set of Regulations for Manses (Appendix 2), have been introduced in order to:

- assist congregations in keeping up to date with the maintenance and repair of manses;
- help bring about a consistency of standard across the congregations of the Church;
- protect the value of the manse as one of the most significant material assets of the Church;
- ensure that the manse provides an environment which is conducive to being a place of work and residence;
- take account of introducing as many energy efficiencies as possible to the manse of the Charge.

Congregations are reminded that presbyteries may not consider the call to a charge where the manse is not of a suitable standard and where the Manse Condition Schedule shows unacceptable defects in the condition of the manse. In such cases, the vacancy process will be sisted.

Congregations should also note that, at times when the Manse Condition Schedule is being updated, presbytery will have the authority to instruct the congregation as a matter of priority to undertake essential repairs for upgrading.

Congregations are further reminded of the responsibility to plan and budget for carrying out work as identified in the Schedule and, in cases where local funds are not readily available, they may approach the General Trustees for assistance to bring the property up to standard.

You are invited to complete the initial details in Section 2 in order to provide a general description of the manse of the charge and to use this page as a means of clearly defining areas of responsibility in relation to aspects of upkeep which may fall to the congregation or the minister.

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On completion of the second section of the Schedule, ie the Current Condition Survey, the congregation will have in its hands a record of work completed and a schedule of work due to be carried out. It is hoped that this document will alleviate any tensions that may arise relating to manse upkeep.

Finally, when the Schedule is completed, it should be signed, as detailed, on the final page and retained as a tool for the Annual Review by the Financial Board of the repair and maintenance of the manse.

Church representatives carrying out Manse inspections, whether on behalf of the Financial Board of the Congregation or on behalf of the Presbytery, should:

1. ensure that the visit is arranged at a time which is convenient to the minister and his/her family;
2. ensure that sufficient time is allocated in order both to complete the inspection and to discuss any matters which have to be recorded in the Schedule:
3. remember that, as well as looking after the interests of the property which belongs to the congregation, they are, first and foremost, guests in the minister's home and should treat the minister and his/her family with the utmost respect, and undertake the visit with good manners and friendliness.

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APPENDIX 1

Guidelines for Manses

Accommodation

So far as the level of accommodation is concerned, the General Assembly has reaffirmed that a Manse should normally have not less than three public rooms, four bedrooms and a garage. However, the General Trustees will consider sympathetically requests to provide accommodation which is more suitable to the needs of an individual minister and his/her family so long as the congregation is able also to retain or return to providing a Manse of recommended proportions should circumstances change.

It Shall Be Desirable to Provide

- A fridge, washing machine, tumble dryer and dishwasher
- Security systems, as appropriate
- Double glazing and loft insulation
- Carpets and floor coverings in all rooms
- Blinds or curtains in the study and the public rooms

Many of these are integral in modern housing, but the Manse Condition Schedule should establish which of these facilities belong to and are the responsibility of the congregation.

Financial Considerations

- It is recognised that not every manse will immediately have these desirable provisions and a Board may therefore need to plan a programme to bring its manse up to standard over a period of several years. For Congregations with holdings in the Consolidated Fabric Fund, costs will be recoverable from capital or revenue. Financial assistance may also be available from the Central Fabric Fund by way of grants and loans.

A recommended decoration programme for a standard 7-apartment Manse is as follows:

Year 1	Outside Paintwork	Year 6	Outside Paintwork
2	Vestibule, hall and stairway	7	Bedroom 2
3	Bedroom 1	8	Dining Room and Kitchen
4	Kitchen, Utility Room and Study	9	Bathroom, Toilet and Bedroom 4
5	Lounge	10	Bedroom 3

Further Notes

Guidelines are available from the General Trustee's Secretary's Department on:

- Building a New Manse
- Acquisition and Sale of Manses

Information on allowances are also available from the Ministers Council on:

- Young Ministers Furnishing Loans
- Removal and Disturbance Allowances

SECTION 1

APPENDIX 2

Regulations for Manses

The Basic Position

1. A Minister's remuneration comprises both a stipend and a Manse. Accordingly, before a Minister is inducted to a vacant Charge, Presbytery has to be satisfied that there is a suitable Manse within the Parish or in close proximity and that all work needed to make it so has been carried out.
2. A Minister has the right to live in the manse and a corresponding duty to occupy it.
3. Every Congregation has a duty through its Financial Board to provide a wind and watertight Manse which is habitable and to keep it in a good state of repair and decoration during its occupation by the Minister and family. The Minister should not have to spend his or her own stipend to achieve this.
4. A Minister must treat the Manse fabric, including fittings and fixtures with due care and consideration and, where these are provided by the local Congregation, must leave them in the Manse as the property of the Congregation's Financial Board.
5. Presbyteries must ensure that Manses are inspected at least once every year by the Congregational Fabric Committee, that the Manse Condition Schedule is annually reviewed and that both necessary repairs and agreed annual maintenance and decoration are undertaken.
6. In order to facilitate this process, the Minister must allow for suitable arrangements to be made for this annual inspection and the Minister and Financial Board should agree on access being provided for the annual programme of maintenance and decoration to be carried out.
7. The Board must recognise its responsibility to have in place a rota for the systematic internal and external decoration of the manse. (A recommended programme is shown as part of the Manse Guidelines).

The Regulatory Essentials

In light of modern standards of comfort and expectation of what constitutes an acceptable and working environment, it is appropriate for every congregation to provide a Manse which has:

- An efficient heating system throughout
- A lead-free supply of hot and cold running water
- A modern wiring system with sufficient electrical sockets in all rooms
- A kitchen with cooking facilities and sufficient work surfaces and storage

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- Bathroom and sanitary ware; at least one bathroom should have an efficient shower and there should be a separate toilet and washbasin for the use of visitors
- Proper lighting in every part including sufficient exterior lighting
- Carbon monoxide and smoke alarms on every floor and a fire blanket and extinguisher in the kitchen all compliant with current regulations
- An annual check on gas, electrical and fire safety appliances. Maintenance arrangements should be in place for gas appliances
- Adequate storage facilities for garden equipment, bicycles etc

For the avoidance of doubt it is essential that the congregation:

- Shall take responsibility for the completion of a Manse Condition Schedule annually, at the onset of a vacancy and at the completion of major works/repairs.
- Shall be responsible for the upkeep of the grounds where these extend beyond the bounds of a reasonable garden surrounding the property. Otherwise, the minister shall be responsible, where the garden is of normal domestic proportions, for maintaining the garden and grounds in a neat and tidy condition. (The parameters for this will be set out in the Manse Condition Schedule).
- Shall budget to meet the costs of the agreed programme of redecoration and repair.

Procedures to be followed in relation to building alterations and associated works on manses.

Local Authority Building Control Consent

Repairs do not require a Building Warrant or Planning Consent. A 'repair' might be defined as the restoration of existing building fabric. In the majority of cases involving **alterations** to the fabric of a building, a **BUILDING WARRANT** is required. There are exceptions, if in doubt, contact the local authority.

Planning and Listed Building Consent

Alterations to the **EXTERIOR** of a building will in many instances require **Planning Consent** and if the building is listed, **Listed Building Consent** also. However, some works will fall under what is known as **Permitted Development**, so if in doubt, contact the local planning authority.

Acceptance of Quotations from Contractors and Suppliers

There have been instances where disputes over payment have arisen on church property and the local church officer has personally been targeted by the aggrieved

party. In order to avoid this, always accept **on behalf of** your Kirk Session, Congregational Board or whoever. The qualification will avoid the accepting party from being personally liable for the non-payment of any accounts, for whatever reason.

Fire Risk Assessment

The law, at the present, 2011, does not require a Risk Assessment to be prepared for residential properties.

Work at Heights Regulations

The Health & Safety Executive have, over recent years, raised fines against instructing parties where **Work at Height** has been undertaken, off ladders or scaffold, and where there has been injury resulting from falls. Church Officers and other instructing parties are advised to obtain from the contractor both a **Method Statement** and a **Risk Assessment** relating to the works **prior** to the work being started.

Energy Performance Certificate

Every manse needs to have an Energy Performance certificate (EPC) carried out under the instructions of the General Assembly 2014. These have a life span of ten years and this schedule seeks information on when the EPC was carried out.

SECTION 2

Summary of Manse

Name of Charge:

Address of Property:

Date of Construction:

Historic Scotland Listing

Type of Property, eg, Detached/Semi etc

Number of Public Rooms []

Number of Bedrooms []

Number of Bath/Shower Rooms []

Cloakrooms/Toilets []

Study []

Kitchen []

Utility Room []

Conservatory []

Garage and Outhouses []

Central Heating Fuel Type

Insurance Cover (Buildings) **Indicate where certificate retained**

Energy Performance Certificate

Date prepared

SECTION 3 – to be altered Annually as Appropriate

Please list any additional items which are provided by the congregation ie white goods, any floor coverings and curtains which belong with the property, alarm, system, smoke alarms, etc

		OWNED BY CONGREGATION (TICK AS APPROPRIATE)	OWNED BY MINISTER	
White Goods:	Freestanding Cooker	[]	[]	
	Built-in Oven/Hob	[]	[]	Fridge
	[]	[]		
	Freezer	[]	[]	
	Washing Machine	[]	[]	
	Dishwasher	[]	[]	
	Microwave	[]	[]	Floor
coverings	[]	[]		
Where (indicate rooms)				

Curtains	[]	[]
Where (indicate rooms)		

Owned by: General Trustees/Local Trustees (delete as appropriate)

Location of title deeds:

SECTION 4

TO BE INSPECTED ANNUALLY

Date of Inspection/revision

Exterior	Current Condition	Works Carried out within the last Twelve Months <u>and</u> works proposed	Cost of Works
Roof Coverings			
Rainwater Goods – gutters, downpipes and rhones etc			
Masonry Including render finishes			
External Woodwork (excluding doors and windows)			
Drains			

TO BE INSPECTED ANNUALLY

SECTION 4

Date of Inspection/Revision

Exterior	Current Condition	Works Carried out within the last Twelve Months <u>and</u> Works Proposed	Cost of Works
Windows/Doors			
External Painting			
Garden & Grounds			
Garage			
Outhouse			

TO BE INSPECTED ANNUALLY

SECTION 4

Date of Inspection/Revision

Services	Current Condition	Works Carried out within the last Twelve Months <u>and</u> Works Proposed	Cost
Lighting/Power			
Central Heating - Type of System?			
Insulation			

TO BE INSPECTED ANNUALLY

SECTION 4

Date of Inspection/Revision

Damp		Location of Damp	Remedial works proposed
Are there any signs of damp in the manse?	Yes / No*		
If so, is this			
Rising damp	Yes / No*		
Penetrating damp	Yes / No*		
Condensation	Yes / No*		
Don't know the cause	**		

* Delete as appropriate

** Tick if appropriate

Note

Rising damp rarely extends more than 1200mm (4 feet) above the ground. Evidence of damp above this level is almost always lateral penetrating damp. Condensation is an increasing problem, both with older and new buildings. This is sometimes more difficult to detect in relation to cause.

If you need assistance in determining the nature of the cause of damp, then make contact with the General Trustees (contact details on final page).

TO BE INSPECTED ANNUALLY

SECTION 5

Date of Inspection/Revision

Interior Room Description	Current Condition	Works Carried out within the last Twelve Months <u>and</u> Works Proposed	Cost
Entrance Porch and Hall			
Stairway			
Lounge			
Study			
Dining Room			

TO BE INSPECTED ANNUALLY

SECTION 5

Date of Inspection/Revision

Interior Room Description	Current Condition	Works Carried out within the last Twelve Months and Works Proposed	Cost
Kitchen			
Utility Space			
Bedroom 1			
Ensuite Bathroom/Shower Room (for Bedroom 1)			
Bedroom 2			

TO BE INSPECTED ANNUALLY

SECTION 5

Date of Inspection/Revision

Room Description	Current Condition	Works Carried out within the last Twelve Months <u>and</u> Works Proposed	Cost
Ensuite Bathroom/ Shower Room (for Bedroom 2)			
Bedroom 3			
Ensuite Bathroom/ Shower Room (for Bedroom 3)			
Bedroom 4			
Ensuite bathroom/ Shower Room (for Bedroom 4)			

TO BE INSPECTED ANNUALLY

SECTION 5

Date of Inspection/Revision

Room Description	Current Condition	Works Carried out within the last Twelve Months <u>and</u> Works Proposed	Cost
Bathroom			
Cloakroom/WC			
Conservatory			
Attic			
Other Rooms			

TO BE INSPECTED ANNUALLY

SECTION 6

Date of Inspection/Revision

Safety Inspection	Yes/No *Delete as appropriate*	Gas Appliances/Oil Appliances
Is there Mains or LPG Gas in the property	* Yes/No	
If so, has it been certified by a qualified engineer within the last 12 months	* Yes/No	
Is there a Carbon Monoxide alarm on all floors	* Yes/No	
Is there an oil fired boiler or stove	* Yes/No	
Has it been serviced within the last 12 months	* Yes/No	
Are there smoke alarms on all floors – if yes then battery status to be checked on non-wired alarms every six months. In any event all installations should be checked annually.	* Yes/No	
Fire extinguishers – if present, ensure correct type installed. Check with local Fire Safety Officer.	* Yes/No	
P A Testing	* Yes/No	Date of last test

Section 7

Office Bearers' Signatures

Signature *(Minister / Interim Moderator)*

Date

Signature *(Property Convener/
Session Clerk / Finance
Clerk)*

Date

Signature *(Clerk of Presbytery or
Property Convener)*

Date

Inspection carried out by:

Signature

Designation

Date

SECTION 8

Contact Details

Should you have any queries or require further information, please contact a member of staff in either the General Trustees Secretary's Department or the Ministries Council.

General Trustees:

Mr Brian Waller
Assistant Secretary (Ecclesiastical Buildings)
E-mail: bwaller@cofscotland.org.uk

Ministries Council:

Rev Jayne E Scott
Council Secretary
E-mail: JScott@churchofscotland.org.uk



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