

Checking your Church

This document, along with the associated property checklist, should be presented for acceptance by the autumn meeting of your church council. Once accepted the "Submit Return" button on the web site should be used to record this as the formal return for the year.

Name of church council	Circuit name and number	Date year ending
Beacon	Bude and Holsworthy (24/11)	31/08/2017

1) Property	
1.1) Has the Church Council received the Report following the annual inspection of the chapel and ancillary properties? (Formerly supplement to Schedule A/C) (PDF Word)	
1.2) What work has the church undertaken in the last year to reduce its carbon footprint and to reduce energy consumption in line with the Connexional recommendations "Hope in God's Future - Christian Discipleship in the context of Climate Change"?	
1.3) What recommendations or proposals are to be recorded in the Church Council Minute Book?	
1.4) How much (in £'s) have the Managing Trustees budgeted/estimated will be spent on repairs and maintenance next year? (This should include any outstanding matters from the Quinquennial Inspection report)	
1.5) What additional estimated expenditure (in £'s) is planned for improvement/development schemes over the next 5 years?	

Outstanding Issues for each property are:

Beacon MC
List any works "Of utmost urgency/Essential within the next 12 months" since receipt of a Quinquennial Inspection and which are still outstanding (Schedule G: items 10a and b)

List any "Matters for further investigation" which are outstanding more than twelve months after a Quinquennial Inspection was received. (Schedule G: item 11)	
Have the Managing Trustees as "duty holders" carried out their management inspection of the asbestos (using the original specialist report as a reference to note changes) and recorded their findings in the church log book?	

2) Documents	
2.1) Are all title deeds and other documents relating to property deposited in the circuit safe?	Yes
2.2) Location of property title deeds, if not in circuit safe	
2.3) Have such documents been compared with the register as required by SO 903?	
2.4) Have any agreements or other legal documents been executed during the year?	
2.5) Have all drafts of any such agreements or legal documents been approved by the Trustees for Methodist Church Purposes?	
2.6) Registration Certificate for Public Worship	Circuit Safe
2.7) Other	
2.8) Certificate for Solemnisation of Marriages	Circuit Safe
2.9) Other	
2.10) Marriage Register	Circuit Safe
2.11) Other	
2.12) Baptismal Register	Circuit Safe
2.13) Other	
2.14) Old minute Books and other completed books relating to Church Council	Circuit Safe
2.15) Other	

Insurance details for each properties below

--	--	--	--	--

Property Name	Basis of Cover	Property Sum Insured	Public Liability	Last Valued
Beacon MC	R	389617	0	17/09/2013

3) Insurance	
3.1) Are all premiums paid up to date?	
3.2) Has there been any significant change of circumstance in the last year which might influence the assessment of the risk?	
3.3) Has the insurer been informed?	
3.4) Is the property used by outside organisations?	
3.5) Has the insurer been informed of use by outside organisations?	

4) Safeguarding	
4.1) Has the church safeguarding policy been agreed and displayed on the church noticeboard, along with relevant safeguarding contact details for church/circuit/district?	
4.2) Date the safeguarding information on the church notice board was last checked?	
4.3) Date of the Church Council that formally reviewed the safeguarding policy (should be annually)?	
4.4) Are there other denominations or user groups who are required to have in place a safeguarding policy using the premises	
4.5) Has the Church Council examined their policy and approved them?	
4.6) Are their safeguarding policies on display in the area that they use during their agreed hours of usage?	
4.7) Are all safeguarding records kept in accordance with the "Safeguarding Records: Joint Practice Guidance for the Church of England and the Methodist Church."	
4.8) Are all office holders aware of the terms of SO 010 concerning the holding of office, duty or responsibility?	

5) Finance

5.1) Has any new liability been incurred during the year on either capital or revenue?	
5.2) Please give details	
5.3) Was any security given by way of promissory Note, guarantee or mortgage?	
5.4) Was the consent of the District obtained?	
5.5) Has the Standard Form of Accounts been completed, and signed by the auditor/independent examiner?	
5.6) Has any new legacy or gift been received during the year?	
5.7) Please give details	
5.8) Has it been invested with Trustees for Methodist Church Purposes (TMCP) or other appropriate custodian trustees?	

6) General Administration	
6.1) Is the membership of the Church Council (managing trustees) as constituted by Standing Order (613) properly recorded?	
6.2) Are the names of any below the age of majority noted?	
6.3) Does the property have any leases associated with it that are not recorded on the Property Consent site?	
6.4) Has the rent been reviewed by a qualified surveyor within the last 5 years?	
6.5) Are there any rights of way affecting any of the property?	
6.6) Are suitable agreements in place?	
6.7) Do you have an entertainment licence?	
6.8) Please confirm that all conditions of any public entertainment licence are being met fully	
6.9) The Managing Trustees are covered by the Methodist Conference registration under the Data Protection Acts. Please confirm compliance.	
6.10) Has the Health and Safety been reviewed in line with the annual statutory requirement?	

Sign Off

This return has not yet been signed off.