

Standing Orders - Perth Presbytery

All proposed alterations and repairs for Category A buildings between £5,000 and £25,000 do not require Presbytery approval but should be submitted to the committee for its information and noting.

All proposed repairs for Category B buildings between £5,000 and £25,000 (this being the limit for such repairs) may be approved by the committee using powers between Presbytery meetings. ***Spend on B category buildings is limited to wind and water tightness repairs only.***

All proposed alterations and repairs for Category A buildings between £25,000 and £50,000 may be approved by the committee using powers. All proposed alterations and repairs for Category A buildings costing in excess of £50,000* may be approved by the committee and then transmitted to the General Trustees for their approval. If a congregation's request for repairs or alterations is not approved by the Committee using powers, the congregation may appeal to the Presbytery and the matter will be taken to its next meeting.

In all cases the use of powers must be reported to Presbytery at the next ordinary meeting.

*This will happen in one of three ways: either the cost of the present work exceeds £50,000, or the cost of the present work PLUS the cost of the work at the same building which has been authorised by Presbytery in the past three years exceeds £50,000, or the cost of the present work PLUS the cost of work at the same building which you are likely to have to carry out in the next three years exceeds £50,000

Maintenance and Repair

(a) The permission of Presbytery, and where appropriate of the General Trustees, must be sought and obtained before work commences on major alterations, and/or any additions, and/or repairs to property, whether or not the titles are vested in the General Trustees. ***Seek guidance from the Presbytery Buildings Officer.***

(b) The cost of work must include all work to be carried out, even if phased, and must include all fees for all legal work, architects, surveyors, VAT, and any other costs which may be incurred.

(c) In the event that repairs are urgently necessary in the interests of safety or to maintain the building in a wind and water tight condition, the work may proceed without prior consent, in consultation with ***Presbytery Buildings Officer*** and the Convenor or Vice-Convenor of the Property Committee.

Such work shall be noted in the minutes of the next Property Committee meeting and submitted for homologation at the next ordinary meeting of Presbytery.

(d) Four weeks' notice shall be given to the Property Committee to consider plans and submissions for the subsequent meeting of Presbytery. Submission must include full details, plans, costings (estimates), details of financial reserves, along with any fundraising plans.

Additionally, evidence of three competitive tenders must be produced and details should be included of the last two financial years expenditure on the congregation's properties.

(e) Where there is doubt whether work is an alteration or a repair, the matter should be raised with the Property Committee for clarification and the ***Presbytery Buildings Officer***

(f) Congregations are reminded that expenditure on property is approved by Presbytery without prejudice to any future negotiations on readjustment.

(g) When work on a heating system is involved, prior consultation with the Church's Energy Consultant is mandatory. Where work on lighting or sound systems is contemplated then it is recommended that advice be sought from the Consultants on these matters appointed by the General Trustees.