

## 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
Haslington	Cheshire South (11/8)	31/08/2017

1) Property	
1.1) Are there any Town Planning proposals or development plans which might affect the property or properties?	
1.2) Should any action be taken to protect the interests of the trust?	
1.3) During the last 12 months has the property or properties been listed for the first time by Historic England/Cadw/Historic Scotland as being of architectural interest or included in a Conservation Area?	
1.4) 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)	
1.5) 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"?	
1.6) What recommendations or proposals are to be recorded in the Church Council Minute Book?	
1.7) How much (in £'s) did the Managing Trustees spend on repairs and maintenance during the past year (Standard Form of Accounts)?	
1.8) 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)	
1.9) What additional estimated expenditure (in £'s) is planned for improvement/development schemes over the next 5 years?	

**Outstanding Issues for each property are:**

<b>Haslington Methodist Church</b>	
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?	

<b>2) Documents</b>	
2.1) Are all title deeds and other documents relating to property deposited in the circuit safe?	<b>Yes</b>
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	<b>Circuit Safe</b>
2.7) Other	
2.8) Certificate for Solemnisation of Marriages	<b>Local Safe</b>
2.9) Other	
2.10) Marriage Register	<b>Local Safe</b>
2.11) Other	
2.12) Baptismal Register	<b>Local Safe</b>
2.13) Other	

2.14) Old minute Books and other completed books relating to Church Council	<b>Local Safe</b>
2.15) Other	<b>Not known</b>

**Insurance details for each properties below**

<b>Property Name</b>	<b>Basis of Cover</b>	<b>Property Sum Insured</b>	<b>Public Liability</b>	<b>Last Valued</b>
Haslington Methodist Church	R	951723	5000000	23/04/2015

<b>3) Insurance</b>	
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?	

<b>4) Safeguarding</b>	
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? (See guidance note in Safeguarding Form E)	
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) Have the accounts now presented for the year ended 31st August been audited or independently examined in accordance with Standing Orders 012(3) and 913(2)?	
5.2) Has any new liability been incurred during the year on either capital or revenue?	
5.3) Please give details	
5.4) Was any security given by way of promissory Note, guarantee or mortgage?	
5.5) Was the consent of the District obtained?	
5.6) Has the Standard Form of Accounts been completed, and signed by the auditor/independent examiner?	
5.7) Has any new legacy or gift been received during the year?	
5.8) Please give details	
5.9) Has it been invested with Trustees for Methodist Church Purposes (TMCP) or other appropriate custodian trustees?	
5.10) What was the Church Council's contribution (in £'s) to the Fund for Property for the current year?	
5.11) Has the contribution been paid?	

## 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 there members below the age of majority?	
6.3) Are the names of any below the age of majority noted?	
6.4) Does the property have any leases associated with it that are not recorded on the Property Consent site?	
6.5) Has the rent been reviewed by a qualified surveyor within the last 5 years?	

6.6) Are there any rights of way affecting any of the property?	
6.7) Are suitable agreements in place?	
6.8) Do you have an entertainment licence?	
6.9) Please confirm that all conditions of any public entertainment licence are being met fully	
6.10) The Managing Trustees are covered by the Methodist Conference registration under the Data Protection Acts. Please confirm compliance.	
6.11) Has the Health and Safety been reviewed in line with the annual statutory requirement?	
6.12) Do you have any Lay Employees?	
6.13) Have the terms of employment of any Lay Employees been registered with the District Lay Employment Sub Committee?(SO 570)?	

<b>7) Carbon Footprint Summary</b>	
7.1) Are you providing consumption figures or meter readings?	<b>Consumption</b>

**Carbon Footprint details for each property:**

<b>Property Name</b>	<b>Gross Internal Area (Sq Meters)</b>	<b>Hours per week in use</b>	<b>Electricity Consumption (kWh)</b>	<b>Electricity Period End Date</b>	<b>Gas Consumption (kWh)</b>	<b>Gas Period End Date</b>
Haslington Methodist Church						