

**WEST MIDLANDS SYNOD OF THE UNITED REFORMED CHURCH (URC)**  
**MANSE POLICY REVIEW**  
**MANSE POLICY 2024**

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## 1. PURPOSE & SCOPE OF POLICY

- 1.1 A Manse is defined by the URC in its Plan for Partnership in Ministerial Remuneration as “a home for the Minister and their immediate family (spouse/partner and dependent children), owned or leased by the church, provided and maintained in good repair and decoration, free of rent, ground rent, council tax, all rates (where payable), water/sewage charges and property insurance.” Some of these expenses will be the responsibility of the Pastorate
- 1.2 The starting point of this policy is that the provision of a Manse is an integral component of a Minister’s appointment – effectively, it is the living space, office and part of the remuneration. Therefore, it is our policy that so far as possible a common standard for the **provision, maintenance and management** of Manses within the West Midlands Synod of the URC is set out. Awareness, communication and application of this common standard is for the benefit of all concerned – Minister (and family, if applicable), Pastorate and Synod – so that each knows what is expected from each. This policy will be incorporated in each Minister’s Terms of Settlement, as should any specific variation agreed by a Pastorate and a new Minister should also be so incorporated.
- 1.3 URC national standard for Manses, as set out in Appendix D of the ‘Plan for Partnership’, is the basis of this policy added to and varied as appropriate based on the experience of managing Manses in the West Midlands Synod: <https://urc.org.uk/urc-ministries/the-plan-for-partnership/>
- 1.4 A common standard in Manse provision is expected but it must be recognised that some historic Manses may vary and that the purchase of new Manses will be dependent upon what is available at any given time. Synod, will however, aim to be as consistent as possible when it comes to the allocation of Manses for Ministers.
- 1.5 **Local Ecumenical Partnerships** (LEPs) need also to be aware of other relevant denominational standards when considering Manse provision.

## 2 ROLES AND RESPONSIBILITIES

- 2.1 Clarity as to who is responsible for what in relation to Manses is important if misunderstandings are not to arise. The **Synod, Pastorate and the Minister** each have roles and responsibilities. The general roles and responsibilities are outlined below with greater detail set out in the following sections.
- 2.2 There may be occasions when a Minister does not require the provision of a Manse because they already own a home in the Pastorate area or because they wish to purchase their own home. In this circumstance an arrangement for the provision of a housing allowance under the provisions of the URC ‘Plan for Partnership in Ministerial Remuneration’ will be made – see Section 9. If

there is an existing Manse within the Pastorate then the Synod and the Pastorate will need to decide if it is to be retained and, if so, let to a private tenant during the period of that ministry.

- 2.3 For each **Pastorate** the principal role is one of ensuring that the standard of Manse provision is maintained through a programme of regular actions and works, and ensuring that this is managed in an efficient manner. This will involve working with the Minister to resolve issues of maintenance, budgeting for periodic and unforeseen events, jointly reviewing the premises on a regular (at least annual) basis and keeping records of programmes, contractors and works. During a vacancy there must be local weekly inspections (which must be logged), utilities should be isolated, especially water and gas (but not the electrical system, if there is a burglar alarm). This is a standard insurance requirement.
- 2.4 Synod provides an allowance to each Pastorate, at a rate reviewed from time to time, to assist with the costs of routine maintenance. This can be claimed by the Pastorate by providing appropriate information to the Synod Property Officer/Finance Officer. This allowance is not available when a Manse is let commercially. A claim form is available from the Synod Finance Officer.
- 2.5 Where a Pastorate comprises more than one church, the Pastorate will need to put an arrangement in place for jointly managing this whole process.
- 2.6 Ministers and Pastorates share the responsibility to ensure that the Manse is maintained in good condition on a day-to-day basis. It is expected that each Manse will be kept in a clean and attractive condition so that visitors to the Manse feel comfortable. Ministers are responsible for curtains, freestanding white goods, and front and rear garden areas. It should be noted that changing the carpets whilst the Minister is *in situ* can have tax implications for the minister.
- 2.7 Synod is responsible for major repairs, insurance and other costs as may be agreed by Synod from time to time. The Synod will also pay for the Council Tax and water rates for Manses (see section 3.14 for details.)

### **3 STANDARD OF MANSE PROVISION**

- 3.1 Any new Manse should be suitably located within the Pastorate and not too close to any particular church, since this has the potential to place unreasonable demands on the Minister and family. Access to local amenities, schools, medical facilities, public transport, etc., should be considered when choosing the location for a Manse, whether urban or rural.

#### **3.2 Standards of Accommodation – see also Table 1**

The Manse is not merely a home, it is also a base of work and ministry (See Plan for Partnership in Ministerial Remuneration, Part III 6.3.1 and 6.3.2 for details).

It may not be possible, due to exceptional circumstances, to achieve exactly the same standard in every case. However, the standard should be taken as a guide when considering the upgrading of an existing Manse or purchase of a new one. Synod would not normally deviate from the Manse standard to cater for the preferences of an individual minister.

### 3.3 Input of Synod Capital

The Synod Manse Fund will provide the capital for the purchase of Manses, including the replacement of existing properties, where appropriate, and for the upgrading of existing Manses. Any such purchase is conditional on:

- (a) the existing Manse being sold and the proceeds being deposited in the Synod Manse Fund and;
- (b) All Manses purchased by the Synod Manse Fund being vested in the Synod Trust Company.

When a manse is sold, the pastorate is entitled to receive 10% of the combined value of that proportion of the net sale proceeds of sale represented by its “equity” in the property plus any rental income received prior to a decision to sell. For example, if the Synod Manse Fund has previously contributed half of the cost of the property, the pastorate’s equity will be the other half. Where the rental income already exceeds the 10% value, then no further payment will be made to the pastorate. Any rental income received during a ministerial vacancy, when all parties have agreed that there is an actual or potential need for the future occupation of the manse by a minister, will be disregarded for the purposes of this calculation. The 10% figure is a proxy for the investment return on the capital sum over a period of two years.

### 3.4 Special Needs

Easy access to, and around, the Manse needs to be considered carefully. “Lifetime Standards” of provision (such as level access, doorway width for wheelchair access, ability to accommodate a stair-lift, ability to install a walk-in bath, etc.) need to be taken into account, and may need to be installed. Before any works are undertaken, consultation with the Property Officer **must** take place.

- 3.5 **Energy efficiency** is an increasingly important aspect of Manse provision and every effort to optimise this should be taken. Central heating and water heating systems are essential with sufficiently large radiators in all habitable rooms. Boiler programmer and central thermostat are also essential, preferably with thermostatic radiator valves so as to control the temperature efficiently in each room. Roof insulation and lagged pipes should minimise heat loss and danger of frozen water damage. The appropriateness and type of wall insulation will be dependent upon the detailed construction of the building and professional advice will be necessary. **Double glazing** is very

desirable for efficient heating of the Manse, although there may be individual windows where this is not appropriate.

- 3.6 Synod obtains an Energy Performance Certificate (EPC) for each of its Manses. It aims for each property to have an EPC rating of C or above. When an existing property has an EPC rating of below C, Synod will work with the Pastorate to improve the overall rating of the property, where possible.
- 3.7 Synod has an Energy Efficiency Grant Scheme to encourage, and provide funding for, each Minister and Pastorate to improve the Manse energy efficiency and reduce the carbon footprint of their Manses. This should be done after detailed consultation and collaboration/agreement of the Synod Property Officer.

### **Safety & Security.**

- 3.8 **Locks** on all external doors should comply with appropriate British Standards, since this will be a requirement of house insurance. All ground floor windows, and ideally first upper level windows, should have locks. **Outdoor lighting** around the Manse needs to be considered relative to the perceived risk of burglary and the level of street lighting in the vicinity. Casual visitors to the Manse must be able to see, and be seen, when it is dark. Security lighting with passive infra-red detectors should be provided at appropriate points. A modern **burglar alarm** may be appropriate and, where one is installed, this should be done professionally, with a note of the alarm code kept securely by the Pastorate and Synod.
- 3.9 **Smoke detectors/alarms** are essential to reduce the risk of fire/smoke causing injury to inhabitants. Ideally, these should be hard-wired so that there is no need to replace batteries (except re-chargeable back-up batteries) and is best installed during a house renovation/rewiring. At least one detector/alarm should be carefully positioned on each storey. **Carbon monoxide detectors/alarms must** also be installed in Manses in line with the recommendations of a Gas Safe Registered engineer. This will normally require a monitor to be placed in the same room as a gas-fired heater or solid fuel open fire and where the boiler (gas or oil-fired) is situated in a bedroom or sitting room.
- 3.10 **Electrical** wiring needs to meet current electrical safety requirements and is the responsibility of the Pastorate. Electrical sockets need to be sufficient to meet modern demands for electrical equipment in the home and to minimise the need for extension leads and adaptors. EICRs should be updated every 5 years.
- 3.11 **Insurance** is an important aspect of ensuring the integrity of a Manse. To reduce the financial burden on Pastorates, Synod is responsible for the buildings' insurance of all Manses occupied by Minister/CRCWs and vacant

Manses. Note: the Minister is responsible for contents insurance (see also Plan for Partnership).

- 3.12 **Communications** connections for telephone and broadband are essential. TV aerial & socket(s) should be provided. Freeview TV may be provided and this can be through aerial or satellite dish. Pay TV connections are at the discretion of the Minister.
- 3.13 **Furnishing** a Manse is the responsibility of the Minister. Prior to occupation by a Minister, the Pastorate is responsible for cleaning the carpets or, to be agreed in advance with Synod, their replacement. Should replacement be required the cost will be borne by the Synod Manse Fund.
- 3.14 The Synod will pay the **Council Tax** whilst a manse is occupied by a Minister, to the extent that this has previously been funded by the Pastorate; the property will be exempt from Council Tax when it is empty, but held for future occupation by a Minister. The Synod will also meet any costs when a property is vacant pending sale. However, this financial support to local churches does not extend to situations where the local pastorate benefits from rental income from the property or where it has not been agreed by the Synod that a vacant property is being held for occupation by a Minister. Similarly, the Synod will pay the **water rates** where a manse is occupied, or held for occupation, by a Minister, and when it is being sold.

#### **4 PURCHASE OF A MANSE**

- 4.1 The purchase of a Manse will be undertaken by Synod in consultation with the Pastorate. The ability of a house to provide the accommodation to the required standard will be a determinant as to whether a house is suitable for purchase or retention as a Manse.
- 4.2 A full **professional survey** will be obtained prior to purchase and this should be carefully assessed when making a decision about whether to proceed with purchase.
- 4.3 Once a Manse has been purchased Synod will hand over the care of the property to the Pastorate.

#### **5 CARE, MANAGEMENT & MAINTENANCE**

##### **General Repair & Maintenance**

- 5.1 Each Pastorate should put in place Manse maintenance arrangements in terms of **oversight arrangements and budgetary provision**. Where the church is part of a larger Pastorate this will mean coordinating these arrangements between those churches so that each contributes according to their abilities and resources. A nominated person needs to operate as the decision-maker and have general oversight. The **frequency of meetings** of a Manse team will depend upon the local circumstances and the condition of

the Manse at any given point in time. At the minimum there should be an annual meeting of the team to ensure that annual maintenance is up-to-date and to identify any emerging items of work and expenditure. An **annual joint review** of the Manse should also take place, normally with the Minister present, so that they can identify any issues which need to be addressed. A checklist of items which such annual joint review meetings might consider is added at the Appendix 1.

- 5.2 The outcome of these meetings will be an **ongoing work programme** for each Manse to include:
- programmed work to be done on an annual basis, such as boiler servicing, gas safety check and smoke alarms
  - repairs to outside areas, e.g. patios, paths, drives, fencing
  - cyclical work such as **mandatory** five-yearly EICRs (electrical safety certificates) and annual gas safety checks
  - The responsibility for maintenance and repair is set out in Appendices 2 & 3
- 5.3 In addition to oversight from the Pastorate, Synod will keep a watching brief of all Manses to ensure that they are kept up to standard and thereby protect the investment which has been made. The **Synod Manse Inspection Team** will make regular visits, if possible.
- 5.4 In some instances, a Pastorate may undertake certain maintenance works “in house” in order to save costs. If this does take place then it is important that any applicable regulations are complied with and that the works are done to a professional standard and appropriate certificates and guarantees obtained. Any work on the electrical, gas, heating systems should only be undertaken by suitably qualified and experienced people. It would be helpful if the Pastorate retained good working relations with any external contractors with whom they’ve worked before.
- 5.5 It is vital that proper **records** are kept of all repair and maintenance work connected with the Manse. These records will include insurance documents, invoice receipts for work undertaken and guarantees where appropriate.
- 5.6 Exceptionally, it may be necessary for emergency repairs to be commissioned and carried out to make a Manse safe. Synod delegates authority to a Pastorate to carry out sufficient work to ensure that the property is watertight (such as having a tarpaulin fixed as a temporary roof repair), secure (which might include boarding up doors and windows), and to remove hazards likely to endanger health (repair to a dangerous electrical installation, gas leak, removal and/or replacement of loose slates/tiles, falling guttering, fallen tree, etc.) Additionally, the delegated authority is granted under this policy to enable some form of space heating to be reinstated (such as after a boiler

breakdown), provision of mains water supply and sanitary facility, provision of a means of providing hot water (even if only a working cooker on which to boil water) and the provision of sufficient lighting to maintain safe passage within the property.

- 5.7 Where further repairs are needed beyond the emergency repairs as illustrated above, advice from the Synod Property Officer must be sought as a matter of urgency. It cannot be over-stated that Manses are provided as homes for Ministers, and as such are expected to be maintained in good order, which includes carrying out workmanlike repairs in a timely fashion when the need occurs.

### **Safety**

- 5.8 The provisions of the current government Gas Safety (Installation & Use) Regulations must be followed by ensuring that all **gas appliances** (gas central heating boilers, gas fires, gas hobs and cookers, etc.) are checked and serviced annually by a competent person (i.e. holding 'Gas safe' registration) and a copy of the certificate is kept by the Pastorate and also sent to the Synod Office.
- 5.9 **Electrical installations** (e.g. wiring, switches, consumer units, etc.) must be tested at least once every 5 years by a competent person (NICEIC registered contractor). Current guidance is that house wiring should be replaced after approximately 25 years.
- 5.10 **Smoke detectors/alarms**, and any other alarms installed such as burglar alarms and carbon monoxide detectors/alarms, should be regularly tested and batteries replaced according to the manufacturers' instructions. Where a burglar alarm is installed this should be on a maintenance contract and Synod informed of the alarm code.
- 5.11 Copies of the electrical and gas safety certificates **must** be sent to the Synod Property Officer.
- 5.12 Lapses or no evidence of these safety requirements may invalidate the Manse **insurance** cover, similar to situation with requirements for an empty manse.
- 5.13 A Pastorate may consider taking out a maintenance agreement that in addition to annual servicing/inspections includes emergency call out for problems with heating, plumbing, electrics and drainage to provide additional 'peace of mind' to the Minister and their family.

### **Grounds Maintenance**

- 5.14 General garden maintenance (mowing lawns, weeding, etc.) is the responsibility of the Minister while the repair of fences, gates, trees and driveways are the responsibility of the Pastorate or Synod, depending on what is involved – see Appendices 2 and 3. Where the garden is large, the



Pastorate should consider paying for occasional maintenance of trees and shrubs so that they are kept in manageable condition.

## **6 VACATING AND OPTIONS APPRAISAL**

- 6.1 When a Manse is being vacated at the end of a Ministerial appointment, it is the responsibility of the Minister to clear the property of possessions. This should be done promptly and within two weeks.
- 6.2 If a Manse is to be retained by the Pastorate during a vacancy, day to day responsibility for its upkeep will fall the Pastorate.
- 6.3 Selling a Manse may be necessary for a variety of reasons. However, sale and re-purchase of another Manse should be minimised as far as possible since this is a costly process. If a sale is necessary, and this policy has been followed, then the process should be made easier as the property should be in sound condition.
- 6.4 The three main considerations will be to retain, improve or sell. If it is to be kept, a decision needs to be made as to whether it is to remain empty or to be let. Agreement to let must be agreed in discussion with Synod and the Synod's Assured Short-Term Tenancy agreement (AST) must be used.

## **7 SELLING A MANSE**

- 7.1 If it is decided that the best option to sell this must be supported by a **Church Meeting Resolution** and agreed by all parties. Should sale be agreed, the Synod will take on any further costs and the Pastorate should take on the obligations of visiting on a regular basis and keeping watch over the property.
- 7.2 If disposal is agreed, responsibility for sale rests with Synod. A Designated Advisor's Report (DAR) is required by The Charities Act and marketing advice/valuation from 3 estate agents is recommended to ensure that best value is obtained from the sale. The advice of the Pastorate on suitable agents will be ascertained.

## **8 LETTING A MANSE**

- 8.1 Once a Manse is vacant, discussions will take place between the Pastorate and Synod to decide its future, during which time the Pastorate is responsible for payment of utility bills and the upkeep of the property, including a once-weekly visit to make sure that there have been no incidents.
- 8.2 Permission **will be** required from Synod to enter into a tenancy. Issues concerning the timescale for appointing a new Minister, and the condition of the Manse, will be taken into account. For pastoral reasons it is not good practice to enter into letting agreements with Pastorate members, nor to a family or person closely connected to the Pastorate. Synod solicitors will need to draw up tenancy agreements.

- 8.3 In the situation where a house is to be let, consent will only be given by Synod when the let is arranged and fully managed by a commercial letting agent. The normal letting contract is on the basis of an Assured Short Term Tenancy for a period of 6 months in the first instance, with due notice applicable to both parties, after which a periodic tenancy is recommended. Use of the tenancy deposit protection scheme is essential.
- 8.4 The extent to which the letting agent inspects the property needs to be considered carefully since this will affect the fee charged. However, frequent external inspection and occasional internal inspection will have a greater chance of maintaining the quality of the property and resolving issues early, which may save more money in the long term.
- 8.5 The letting agent should be required to consider annual rent reviews. This avoids rents falling behind market values, maximises income for the Pastorate and ensures that Synod complies with Charity law to achieve best value.

## **9 HOUSING ALLOWANCE**

- 9.1 Provision is made in the "Plan for Partnership in Ministerial Remuneration" for those ministers occupying their own property to be paid a housing allowance in lieu of the provision of a manse. Paras. 6.2.1, 6.3.1 and Appendix B to the Plan indicate how such an allowance should be calculated and paid, and stipulate that it should be re-calculated annually by the pastorate. Each calculation must be agreed with the Synod Finance Officer or Treasurer.
- 9.2 Where the manse is retained the cost of the housing allowance will need to be borne by the pastorate. However, when the pastorate agrees to the sale of the manse, then the cost of the housing allowance will be paid from the Synod Manse Fund. Should a manse be required again at some time in the future, then the costs of acquisition will be met from the Synod Manse Fund.

MM/RCC August 2024

**Table 1: Accommodation Requirements**

ELEMENTS OF ACCOMMODATION	FACILITIES & FIXTURES	EXPLANATORY NOTES
Living room	Curtain rail/blind Light fittings	Essential.
Dining room	Curtain rail/blind Light fittings	Desirable. It may be possible to use as a study but, where this is the case, there should be another reception room – but see conservatory.
Kitchen	Modern sink unit Plumbing and power utility connections for kitchen equipment Adequate storage units Curtain rail/blind Light fittings	Essential. Large enough to take multiple white goods. A smaller kitchen is feasible if there is a utility room. Synod will pay for replacement integrated white goods whilst freestanding white goods will be the responsibility of the Minister.
Study	Curtain rail/blind Light fittings Telephone point Sufficient power points to avoid trailing extension leads	Essential. Must be downstairs, except in extreme situations where the local housing stock dictates otherwise, but in this case there must be 4 bedrooms. It needs to be accessible by visitors without passing through reception rooms if at all feasible. Needs to be able to accommodate a large desk, computer equipment, storage of books and papers, and be large enough for Minister to meet with two visitors.
Bedrooms	Curtain rail/blind Light fittings	There must be a minimum of 3 good-sized bedrooms. If the study is located upstairs there should still be 3 bedrooms, all of a good size. Normally, bedrooms will be upstairs.
Toilets	Toilet Wash-basin Curtain rail/blind Light fitting	Downstairs toilet is essential and ideally this should not require access through living areas. Upstairs toilet essential but need not be separate from bathroom. En-suite toilet/bathroom is not essential.

Bathroom	Modern bathroom fitments Bath, Shower fitment Curtain rail/blind Light fitment, extractor fan	Must contain a bath. Showers should be regarded as 'standard', but a shower over the bath is acceptable.
Storage		Rooms sufficiently large to accommodate storage requirements. Garage may be used for storage if it is large enough and there is sufficient off-road parking space.
Garage/Parking		A garage is ideal, though a car port is acceptable, plus a minimum of 2 off-road parking spaces (3 if no garage or car port) in order that meetings can take place. Somewhat dependent upon level of on-street parking in neighbourhood.
Electric Vehicle charging point		Desirable - Located either within a garage area or on the front drive of the property. If one does not exist within the property, and it is required, please contact the Synod Property Officer to discuss installation, which will be considered on a case-by-case basis. The cost of installation will be met by Synod.
Conservatory		Not essential, but in some circumstances can help meet the minimum standards for living accommodation.
Garden	If there is no garage or car port space which can accommodate storage requirements (e.g. bicycles, lawnmower, tools) then a secure shed is needed.	Should be designed to be manageable and not cause nuisance to neighbours.  Paths and paved areas need to be in safe condition. Boundaries to the rear and side must be secure for inhabitants including children.

**SYNOD MANSE POLICY APPENDIX 1**

**Checklist for Annual inspection by Pastorate, with Minister present**

Pastorate: .....

Address of Manse: .....

Date of inspection: .....

<b>GENERAL</b>	<b>COMMENTS</b>
State of decoration of all rooms including hall, stairs and landing.	
State of floor covering of downstairs rooms.	
Check smoke alarms working.	
Check carbon monoxide alarms present, if appropriate, and working.	
Are there 5 lever locks to all external doors?	
Are there working locks to all windows?	
Is there any sign of internal damp?	
Is the heating/hot water system working and been serviced/maintained?	

<b>KITCHEN/UTILITY ROOM</b>	<b>COMMENTS</b>
Are all electrical appliances (provided by the Pastorate) in good working order?	
Is the plumbing satisfactory – e.g. no leaks, blockages etc?	
Are the units in satisfactory condition?	
Is there a fire blanket?	

<b>CLOAKROOM</b>	<b>COMMENTS</b>
Do fittings function properly?	
Is the sanitary ware in satisfactory condition?	
Is the extractor fan in working order (if fitted)?	

<b>BATHROOM (AND EN SUITE IF PRESENT)</b>	<b>COMMENTS</b>
Do fittings function properly?	
Is the sanitary ware in satisfactory condition?	
What is the condition of the shower?	
Is the extractor fan in working order (if fitted)?	

<b>EXTERNAL</b>	<b>COMMENTS</b>
What is the condition of brickwork and pointing?	
What is the state of the guttering – e.g. any blockages, leaks, growths?	
What is the condition of the external paintwork?	
Are fences, walls, drive and gates in satisfactory condition?	
Is the garden maintained to a satisfactory standard?	

Check any maintenance contracts are up to date, including servicing of gas boiler (if present).

=====

Check with Minister if there are any problems that need attending to, that may not have been picked up during the above inspection.

Comments:-

Signed: .....

## SYNOD MANSE POLICY APPENDIX 2

**Illustrations and examples of “Minor works” which should be the responsibility of the Pastorate – not intended as a prescriptive or exhaustive list**

**Roofs;** isolated repairs (up to 5m<sup>2</sup>), remove loose tiles, temporary cover, refit flashings/chimney pots/gas cowls/refit gutter and downpipes/refix loose fascia or soffit. Patch repair flat roofs.

**Internal Decoration/Finishes;** not exceeding one room as a guide. (Making good damaged finishes following localised repairs).

**Repairs to internal plumbing** tap washers, wastes, unblock sink or WC, waste/temp cold-water services, refit loose WC pan or wash hand basin, unblock WC/sinks. Repair isolated leaks to pipework.

**External doors;** re-fix frame, ease and adjust door, renew lock (key loss or break in), board over broken glazing, replace broken glazing unit.

**Windows;** renew casement fastener/hinge, renew glazing unit, board over broken glazing, refix loose frame. Ease and adjust windows/patio doors. Fit window locks/restrictors (pvcu).

**Carpets and flooring;** temp cover broken or missing floorboards, apply edging tape to loose carpet or vinyl edge/tears to prevent trip hazard, refix loose or missing floor boards not exceeding 5m<sup>2</sup>., remove broken or loose floor tiles.

**Ceilings;** take down damaged or loose ceiling board/board over hole in ceiling, overboard damaged ceiling.

**Heating system;** provide temporary heating (winter), gas boiler service/repairs (air balance or gas valve/or PCB only) renew radiators, renew thermostat, air-bleed radiators, reset programmer.

**Electrics;** isolate hazardous circuits, installation of temporary facilities to provide hot water or portable heating/lighting/cooking. Renew light pendant/power point. All must be done by a suitably-qualified contractor.

**External;** cut down tree (unless it is subject to a TPO), take down broken/damaged fence/boundary wall (if it is safe to do so), temporary infill of pot holes in driveway, re-lay isolated paving to prevent trip hazard. Unblock foul drain (rod manhole/jetting), clean out rainwater storm gullies to prevent flooding.

**Generally:** all such works that would normally be the responsibility of a householder.

**Note:** Pastorates can claim £750 per year towards the costs of minor works and repairs. If no money is claimed in any one year it can be ‘rolled over’ from one year to the next up to a maximum of three years, allowing a claim of up to £2,250.

### **SYNOD MANSE POLICY APPENDIX 3**

#### **Illustrations and examples of “Major works” which will be the responsibility of the Synod – not intended as a prescriptive or exhaustive list**

Replacement Windows and external doors.

Replacement of Bathrooms.

Replacement of Kitchens, including built-in, **but not freestanding**, appliances (cooker, fridge/freezer, dishwasher and washing machine).

Replacement of Roof; including structural elements.

Replacement of Heating; electric and wet systems.

Structural repairs, including lintels and underpinning.

Repointing brickwork/renewal of render.

Renewal of underground foul and waste drainage/mains water service within property curtilage.

External works including replacement of fencing, boundary walls and new hard landscaping.

Alterations to the Manse in order to comply with the Manse Standards.

**Generally: all such works that would normally be the responsibility of a landlord/property owner.**