**CHURCH OF SCOTLAND**

**GENERAL TRUSTEES**

**Manse Condition Schedule**

**Congregation: St. Columba’s, Bridge of Don**

**Address of manse: 151 Jesmond Avenue**

**Bridge of Don**

**Aberdeen**

**AB22 8UG**

**INDEX**

|  |  |  |
| --- | --- | --- |
| **Section** | **Item** | **Page(s)** |
| 1 | Introduction and Appendices | 3-9 |
| 2 | Summary of Manse | 10 |
| 3 | White Goods and Furnishings | 11 |
| 4 | Exterior (condition to be reviewed annually) | 12-14 |
| 5 | Interior (condition to be reviewed annually) | 15-16 |
| 6 | Safety Inspection (condition to be reviewed annually) | 17 |
| 7 | Signatures and Attestations | 18 |
| 8 | Contact Details | 19 |

**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.

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 Charity Trustees of the repair and maintenance of the manse.

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**SECTION 1**

Church representatives carrying out Manse inspections, whether on behalf of the Charity Trustees 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.

**SECTION 1**

**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 Business Support Department on:

* Building a New Manse
* Acquisition and Sale of Manses

Information on allowances are also available from the Faith Nurture Forum 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 Charity Trustees 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. It is important that the manses provided by the congregation for the ministers and their families are also safe, free from harm and conform to the legal minimumrepairing standardand tolerable standards in line with the statutory obligations which are deemed a suitable and reasonable benchmark for what is considered to be a habitable property.
5. The legal obligations for the Health and Safety of the manse building and any associated lands remain the responsibility of the Charity Trustees. And as such any ad-hoc Health and Safety concerns raised by the minister or their families to the associated charity trustees must be fully investigated and remedied or temporarily controlled by the fabric committee until professional repairs can be arranged and carried out.
6. A Minister should equally treat the Manse building, including fittings and fixtures with reasonable 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 charity Trustees.
7. The minister should immediately report any building defects or health and safety concerns about the interior or exterior fabric and condition of the property, this includes the safety and use of any fitted or supplied electrical or gas appliances and any other items supplied by the charity trustees and allow for mutually agreed access to the manse for investigation and repairs to be carried out.
8. 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 have been undertaken.
9. In order to facilitate this process which aims to ensure a continuation of the manse condition, the Minister should allow for suitable access arrangements to be made for this annual scheduled inspection, maintenance and decoration to be carried out.
10. The Board must recognise its responsibility to have in place a rota for the systematic internal and external decoration of the manse. (A recommended schedule is shown as part of the Manse Guidelines).

**The Regulatory Essentials**

In light of modern minimum standards and basic expectations of what constitutes a comfortable, acceptable and working environment, it is appropriate for every congregation to provide a Manse which is:

* Wind and Water tight
* The structure and exterior (like the walls and roof) are in a reasonable condition
* The installations for water supplies are lead-free, gas, electricity, sanitation and heating are in a reasonable state of repair and in good working order
* Any fixtures, fittings or appliances provided by the congregation (like carpets, light fittings and household equipment) are maintained in a reasonable state of repair and condition.
* Any furnishings provided by the congregation can be used safely for the purpose they were designed and conform to fire safety regulations.
* A modern and compliant electrical wiring system and consumer unit with RCD protection and zoned isolation capacity and sufficient electrical sockets and switches fitted in all rooms.
* A kitchen with cooking facilities and sufficient work surfaces ventilation and storage.
* 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 to aid security and safe access and egress from the manse
* Carbon monoxide detectors fitted within 1-2 meters of each gas fired appliance including the boiler system
* Fitted with suitable interlinked fire detection devices – one smoke alarm in the living room, one in every hall or landing and a heat detecting alarm in every kitchen.
* A fire blanket and extinguisher in the kitchen all compliant with current regulations
* Annual gas safety check on gas appliances carried out by a registered gas safe engineer and annual maintenance and servicing arrangements should be in place for all gas appliances.
* Electrical safety inspections are carried out by a qualified electrician at least once every five years.
* **Asbestos** (If Applicable) An asbestos register detailing the location, condition and schedule of monitoring every 12 months if the asbestos is considered to be located in a safe and stable location of the manse e.g. Roof and attic spaces or below flooring. Any asbestos or suspected ACM in areas considered likely to create a risk of exposure to the minister and their family or private tenants should be referred to a professional asbestos contractor for advice on encapsulation or removal recommendations.
* Adequate storage facilities for garden equipment, bicycles etc

**Habitation**

As guidance for the congregation a manse is not deemed habitable to live in if it:

* has problems with rising or penetrating damp
* is not structurally stable (for example, it might be subsiding)
* does not have enough ventilation, natural and artificial light or heating
* is not insulated well enough insulation in the loft space is measured at below the 100mm requirement (it should be 270mm) as a suitable guideline
* does not have an acceptable fresh water supply, or a sink with hot and cold water
* does not have an indoor toilet, a fixed bath or shower, and a wash basin with hot and cold water
* does not have a good drainage and sewerage system
* does not have an electrical that meets safety regulations
* does not have a proper entrance for access and egress
* has no cooking facilities and a suitable kitchen area for the safe preparation and storage of food.

**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.
* 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).
* Budget to meet the costs of the agreed schedule of redecoration and repair.

**PROCEDURES TO BE FOLLOWED IN RELATION TO BUILDING ALTERATIONS AND ASSOCIATION 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, 2022, 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.

**Legionella**

The risk of Legionella in manses is low and largely depends on how water is supplied and stored in the building and distributed to the taps, toilets, showers and baths. The congregation should ensure before any occupancy of the manse that the water storage tanks usually found in the attic spaces are suitably covered and do not contain any sludge, animal waste or bacterial remains.

**During prolonged periods of vacancy, it is recommended that 3 basic control measures are taken during the routine inspection of the manse to minimise stagnation and any build-up of bacteria within the water system even if the perceived risk of legionella is considered low.**

* All taps and showers should be run for two continuous minutes at least once a week
* Hot water should reach a temperature of at least 60C in storage (Boiler)
* Cold water should be below 20C
* A record of any water checks should be recorded and kept as part of the water management plan for your vacant manse to demonstrate adequate mitigations and control for legionella hazards.

**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: | Unoccupied |
| Address of Property: | 151 Jesmond Avenue, Bridge of Don, Aberdeen, AB22 8UG |
| Date of Construction: | 1979 |
| Historic Environment Scotland Listing: | N/A |
| Type of Property, eg detached, semi, etc | Detached |
| Number of public rooms | 2 |
| Number of bedrooms | 4 |
| Number of bath/shower rooms | 1 |
| Number of cloakrooms/toilets | 1 |
| Study | 1 |
| Kitchen | 1 |
| Utility Room | 0 |
| Conservatory | 0 |
| Garage and Outhouses | 1 |
| Central Heating Fuel Type | Gas Central Heating |
| Insurance Cover (Buildings)  **Indicate where certificate retained** | Church of Scotland Insurance Scheme |
| Energy Performance Certificate | To be organised. Manse currently unoccupied. Plan is to get this done when manse gets surveyed. |

Date prepared …10th September 2024…………

**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.

**WHITE GOODS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Yes/No** | **Owned by Congregation** | **Owned by Minister** | **What rooms?** |
| **(tick as appropriate)** | |
| Freestanding Cooker | Yes | ✓ |  | N/A |
| Built-in Oven/Hob | Yes | ✓ |  |
| Washing Machine | Yes | ✓ |  |
| Microwave | Yes | ✓ |  |
| Fridge | Yes | ✓ |  |
| Freezer | Yes | ✓ |  |
| Dishwasher | Yes | ✓ |  |
| Floor coverings | Yes | ✓ |  | Fitted carpets / flooring throughout |
| Curtains | Yes | ✓ |  | All rooms have curtains or blinds fitted. |

**PROPERTY OWNED BY (delete as appropriate):**

|  |  |
| --- | --- |
| **General Trustees** | **~~Local Trustees~~** |

|  |  |
| --- | --- |
| **Location of title deeds** | 121 George Street, Edinburgh |

**SECTION 4**

**(to be inspected ANNUALLY)**

***Date of Inspection/revision: 10th September 2024***

|  |  |  |  |
| --- | --- | --- | --- |
| **Exterior** | **Current**  **Condition** | **Works Carried out within**  **the last Twelve Months**  **and works proposed** | **Cost of Works** |
| Roof Coverings | Overall the roof looks in good condition. The pointing on the gable ends is cracking/flaking. | Proposed works:   * Have dry verge fitted. | TBC |
| Rainwater Goods:    Gutters, Downpipes and Rhones etc | Gutters look in reasonable condition. However they can do with being cleared. | Proposed works:   * Have the gutters cleared. | TBC |
| Masonry (including  render finishes) | Masonry looks in good condition. | None | - |
| External woodwork  (excluding doors  and windows) | Facings/soffits and general woodwork around the house in need of a freshen up. | Proposed works:   * Have the facings/soffits and general woodwork repainted. | TBC |
| Drains | Drains all appear to be ok, no evidence of gathering water. | None | - |
| Windows/Doors | Window frames and front door in need of a freshen up. | Proposed works:   * Have the window frames and front door repainted. | TBC |
| External painting | Apart from woodwork, other external painting looks in reasonable condition. | None | - |
| Garden and Grounds | Garden in good condition. Hedges need trimming and fencing can do with being painted. | Proposed works:   * Trim hedges. * Repaint fence. | TBC |
| Garage | Generally in good condition, relatively new garage door fitted. The side entry door, soffits and window frames can do with being painted. | Proposed works:   * Have the side door, soffits and window frames painted. | TBC |
| Outhouses | Shed is in good condition | None | - |

**SECTION 4**

**(to be inspected ANNUALLY)**

**Date of Inspection/Revision: *10th September 2024***

|  |  |  |  |
| --- | --- | --- | --- |
| **Services** | **Current**  **Condition** | **Works Carried out within**  **the last Twelve Months**  **and Works Proposed** | **Cost** |
| Lighting/Power | Good condition. System upgraded in November 2020 | None | - |
| Central Heating -  Type of System? | Gas central heating. Boiler recently replaced and new radiators have been fitted throughout. | None | - |
| Insulation | New insulation recently fitted in loft. | Works Carried Out:   * Insulation fitted on 31st October 2023 | £1,495 |
| Water Storage Tank (Internal loft space) | Old tank in loft but not used anymore and disconnected from system. | None | - |
| Septic Tank (external if applicable) | N/A | Last emptied …N/A…… | - |

**SECTION 4**

**(to be inspected ANNUALLY)**

***Date of Inspection/Revision: 10th September 2024***

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

\* 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 contact the General Trustees (contact details on final page).

**SECTION 5**

**(to be inspected ANNUALLY)**

***Date of Inspection/Revision: 10th September 2024***

| **Interior**  **Room**  **Description** | **Current**  **Condition** | **Works Carried out within**  **the last Twelve Months**  **and Works Proposed** | **Cost** |
| --- | --- | --- | --- |
| Entrance  Porch and Hall | Reasonable condition but fresh coat of paint required. | Proposed works:   * Get walls and ceilings painted.   However, as per CoS guidelines this will need to wait for input from new minister. | TBC |
| Stairway | Reasonable condition but fresh coat of paint required. There is some slight damage to the ceiling on the upper landing. | Proposed works:   * Get ceiling on upper landing repaired and walls and ceilings painted.   However, as per CoS guidelines this will need to wait for input from new minister. | TBC |
| Lounge | Reasonable condition but fresh coat of paint required. Curtain rail needs replacement. | Proposed works:   * Get walls and ceilings painted. * Replace curtain rail.   However, as per CoS guidelines this will need to wait for input from new minister. | TBC |
| Study | Reasonable condition but fresh coat of paint required. Blinds need to be replaced. One window not opening. | Proposed works:   * Get walls and ceilings painted. * Replace blinds.   However, as per CoS guidelines this will need to wait for input from new minister.   * Get window fixed or if necessary, replaced. | TBC |
| Dining Room | Reasonable condition but fresh coat of paint required. Curtain rail needs replacement. | Proposed works:   * Get walls and ceilings painted. * Replace curtain rail.   However, as per CoS guidelines this will need to wait for input from new minister. | TBC |
| Kitchen | Reasonable condition but fresh coat of paint required.  Fridge, built in microwave and hob need to be replaced.  Some drawers/cupboard doors need adjusted/tightened and paint touched up. | Proposed works:   * Get walls and ceilings painted. However, as per CoS guidelines this will need to wait for input from new minister. * Replace fridge, built in microwave and hob. * Tighten/adjust and touch up drawers and doors as required. | TBC |
| Utility Space | N/A | N/A | - |
| Bedroom 1 | Reasonable condition but fresh coat of paint required.  One of the windows doesn’t open/close properly. | Proposed works:   * Get walls and ceilings painted. However, as per CoS guidelines this will need to wait for input from new minister. * Get window fixed or if necessary, replaced. | TBC |
| Ensuite bathroom/  shower room (for bedroom 1) | N/A | N/A | - |
| Bedroom 2 | Reasonable condition but fresh coat of paint required. Curtain rail needs replacement.  Both windows don’t open/close properly. | Proposed works:   * Get walls and ceilings painted. * Replace curtain rail.   However, as per CoS guidelines this will need to wait for input from new minister.   * Get windows fixed or if necessary, replaced. | TBC |
| Ensuite bathroom/ shower room (for bedroom 2) | N/A | N/A | - |
| Bedroom 3 | Reasonable condition but fresh coat of paint required. | Proposed works:   * Get walls and ceilings painted. However, as per CoS guidelines this will need to wait for input from new minister. | TBC |
| Ensuite bathroom/ shower room (for bedroom 3) | N/A | N/A | - |
| Bedroom 4 | Reasonable condition but fresh coat of paint required. | Proposed works:   * Get walls and ceilings painted. However, as per CoS guidelines this will need to wait for input from new minister. | TBC |

**SECTION 5**

**(to be inspected ANNUALLY)**

***Date of Inspection/Revision: 10th September 2024***

|  |  |  |  |
| --- | --- | --- | --- |
| **Room**  **Description** | **Current**  **Condition** | **Works Carried out within**  **the last Twelve Months**  **and Works Proposed oposed** | **Cost** |
| Ensuite bathroom/ shower room (for bedroom 4) | N/A | N/A | - |
| Bathroom | Paint flaking off on walls and ceiling. fresh coat of paint required.  Tiles and suite look in good condition.  Bottom of door is warped due to moisture.  Radiator showing signs of rust.  Flush handle not working properly. | Proposed works:   * Get ceiling on upper landing repaired and walls and ceilings painted. However, as per CoS guidelines this will need to wait for input from new minister. * Replace door. * Review whether a stronger fan could be fitted. * Replace radiator. * Replace toilet flush handle. | TBC |
| Cloakroom/WC | Reasonable condition but fresh coat of paint required. Door stop required to prevent door from hitting radiator. | Proposed works:   * Get ceiling on upper landing repaired and walls and ceilings painted. However, as per CoS guidelines this will need to wait for input from new minister. * Fit door stop. | TBC |
| Conservatory | N/A | N/A | - |
| Attic | No flooring. Insulation fitted. Old water tank still in place, however not connected to system so does not pose any risk. | None | - |
| Other Rooms: | N/A | N/A | - |

**SECTION 6**

**(to be inspected ANNUALLY)**

***Date of Inspection/Revision: 10th September 2024***

|  |  |  |
| --- | --- | --- |
| **Safety Inspection** | **Yes/No**  **\*Delete as appropriate\*** | **Gas Appliances/Oil Appliances** |
| Is there Mains or LPG Gas in the property? | Yes | Gas fired boiler, gas fire |
| If so, has it been certified by a qualified engineer within the last 12 months? | No | Date of last test 07/02/23. Manse currently unoccupied. Service and certs on list of items to complete prior to new minister moving in. |
| Is there a Carbon Monoxide alarm located at all Gas fired appliances? | Yes | N/A |
| Is there an oil fired boiler or stove? | No | N/A |
| Has it been serviced within the last 12 months? | N/A | N/A |
| Are there interlinked smoke alarms on all floors – and an interlinked heat detector in the kitchen area? | Yes | Smoke alarms in hallway and upper landing, and heat detector in kitchen, all interlinked. |
| Fire extinguishers – if present, ensure correct type installed. Check with local Fire Safety Officer. | Yes | Also fire blanket. |
| P A T Testing | No | No church owned portable appliances in property. |
| Is there suspected or confirmed asbestos at the property? | No | N/A |

**SECTION 7**

**OFFICE BEARERS’ SIGNATURES**

Signature **………………………………………………….… *(Minister / Interim Moderator)***

Date **………………………………………………..…..**

Signature **…………………………………………..……….. *(Fabric or Property Convener/***

***Session Clerk / Treasurer)***

Date**………………………………………………..…..**

Signature **………………………………………………..…. *(Presbytery Clerk 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 as indicated below.

**General Trustees:**

FAO: Mr Brian Waller, Head of Policy and Legislation

E-mail: [gentrustees@churchofscotland.org.uk](mailto:gentrustees@churchofscotland.org.uk)

FAO: Mr Mo D’souli, Health and Safety Adviser

Email: [gentrustees@churchofscotland.org.uk](mailto:gentrustees@churchofscotland.org.uk)

FAO: Mr Robert Speedie, Fire Safety Adviser

Email: [gentrustees@churchofscotland.org.uk](mailto:gentrustees@churchofscotland.org.uk)

**Faith Nurture Forum:**

FAO: Rev Scott Shackleton, Head of Faith Action Plan

E-mail: [sshackleton@churchofscotland.org.uk](mailto:sshackleton@churchofscotland.org.uk)



**Church of Scotland Offices**

**121 George Street, EDINBURGH EH2 4YN**

**Tel: 0131 225 5722**